

Legal Entity of Public Law -
Batumi Shota Rustaveli State University
Regulation of Material Resource Management Department

Article 1. General Provisions

1. This provision defines the functions and activities of the Legal Aid of Public Law - Batumi Shota Rustaveli State University (hereinafter - the University), a subsidiary structural unit - material resource management department (hereinafter - the Department).
2. The Department shall conduct activities in the legislative acts of Georgia, the Charter of the University, with the present provisions and other acts.
3. The department is accountable to the Head of the University Rector and Administration within the competence.

Article 2. Structure and Functions of the Department

1. The task of the Department is to create normal conditions for learning and working for students and staff based on effective management of university material resources.
2. The Department is a subsidiary structural unit of the university administration, which consists of sub-structural units:
 - A) Protection and Security Division;
 - B) Cleaning department;
 - C) Common Residential University;
3. The functions of the department are:
 - A) Maintenance and protection of university buildings, plants, central heating system, material and technical equipment, including fire protection inventory and other material values;
 - B) Control over their purposeful use of buildings, facilities, equipment, machinery, communication, lighting, sewage, water supply, ventilation, underground communications and other systems, and administration of utility duties;
 - C) Supply of university structural units of agricultural / stationery inventory and systematic control over warehouse;
 - D) Participation in the preparation of annual calendar of construction-repair works, organizing of construction-repair and operation works and monitored performance by the executive organization;
 - E) Monitoring of the work of university road transport;
 - F) Draw up a list of the property that is not included in the balance sheet, amortized and/or exploitation and submitting relevant information (proposals) to the head of the administration;
 - G) Maintenance of firefight inventory, safety cameras, technical details of heating system, other technical means and medical inventory;
 - H) Ensuring the proper functioning of the university medical college in accordance with the instruction approved by the head of the administration;
 - I) Promote the creation of a university environment adapted to disabled persons and to present the appropriate proposals to the head of the administration;

- J) Protection of sanitary-hygienic norms in the facilities of the university and organizing its utilization in accordance with the procedure prescribed by the law of household waste;
 - L) Management of the University's Dormitory (Registration of Persons, Allocation of Residential / Transfer / Exclusion / Providing Normal Living Conditions, and Preparation of Appropriate Proposals, etc.);
 - M) Protection of fire protection rules in the territory of the university, fire protection measures for strengthening fire safety safety (taking into account the periodic update of inventory and technical means);
 - M) Carry out and control relevant measures on violations of the restrictions established by the regulations on the territory of the University;
 - N) Functions defined by the legislation of Georgia, defined by these provisions and other acts of the university.
4. The Department of Guard and Security is responsible for the protection of property, fire safety and public order in the use of the university within the functions of the Department. The Division is guided by the Georgian legislation, the University Regulations, with the provisions of the Department of the staff of the Department, with the provisions of the Department of the Administration of the University, "Fire Safety Instruction"
 - 4.1. The department operates in the area of use of the university and is authorized to request the university staff, students and third parties to fulfill the rules established for the protection and security of the institution.
 - 4.2. In the fight against prevention, the Department cooperates with law enforcement agencies in accordance with the law.
 - 4.3. Section personnel are prohibited to disclose information containing professional secrets, except for the cases provided for by law.
 - 4.4. Functions of the Security and Guard Division are:
 - A) Prevention and response to Emergency Situations (elaboration of appropriate target programs for the protection of the university and the population of the university from emergency situations);
 - B) provision of fire safety measures in the organization (fire safety measures, including the use of the territory of the fires occurred in the organization of the official investigation, fire prevention and fire protection system repair, maintenance and technical services organizing;
 - C) Ensuring the engineering and technical inspection of the installation and operation of engineering equipment of the buildings, including central heating systems, and the provision of technical control;
 - D) Ensure the safe operation of power supply, fire extinguishing, water supply, fire protection equipment and systems;
 - E) Maintenance of the territories, buildings and premises in the use of the university, ensuring the existence and efficiency of the individual and group resources of the evacuation routes and exits;
 - F) Supervision of fire safety requirements in the university, material, inventory and equipment and their technical documentation for the registration and use of fire safety indicators;
 - G) Control of the order protection of the events held at the university;
 - H) Monitoring of technical means of protection (video surveillance and signaling) functionalists;
 - I) Ensure the existence of fire protection inventory (fire taps, fire and other fire extinguishing facilities) in a permanently positioned condition;
 - J) Supervision over the protection of tobacco smoking rules in university buildings;
 - K) Functions defined by the legislation of Georgia, defined by these provisions and other acts of the university.
 5. The cleaning department, within the functions of the Department, is responsible for cleaning and maintenance of sanitary-hygienic norms of the university (garden, buildings,

laboratories, sanitary nets, etc.). The department is guided by the legislation of Georgia, under the Regulations of the University, with the present Regulation, "Fire Safety Instruction" approved by the Head of Administration, "Instruction on Medical Assistance in the BSU area" and other acts.

6. The primary medical service is provided by the medical service in the territory of the university, the rules of which work and the functions of the head (physician) are determined by the order of the first medical aid on the territory of the BSU, approved by the order of the head of the university administration.
7. Administration of the dormitory is conducted by the manager (director), the Georgian legislation, the University's internal regulation, the present provision, the rule of use of the housing established by the head of the administration and other acts of the BSU management bodies.

Article 3. Staff of the Department

1. Department Personnel includes: Head of the Department of Defense, Head of the Department of Care and Security, Head of Cleaning Section, Director of Dormitory Management (Director), Head of Medical Unit (Doctor), Chief Specialists, Specialists (Gardeners, Travelers, Stewards, Drivers, Electricians, Planners, Telephone Communications Specialist, Workers, Building administrators, Security staff and others).
2. The personnel of the department are appointed and dismissed by the head of the administration, including the head of the department - in agreement with the rector.
3. Head of department:
 - A) Supervise the execution of functions defined by the legislation of Georgia, the University's Acts and this Regulation;
 - B) Is responsible for correctly conducting the activities of the Department, is obliged 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 department and submits to the head of the administration and the rector;
 - D) Behaves in the name of the Department and is in the relationship with the Third Persons, within the limits of the authority specified;
 - E) Confirms or agrees with the visa within the competence of its competent legal entities and correspondence projects prepared by the department or university structural units;
 - F) Solicits the allocation of funds, equipment and inventory that is necessary for the functions and tasks of the Department;
 - 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 department structures, staff units, functions, promotion or disciplinary misconduct;
 - I) Submit the activity report to the head of the rector and the administration;
 - J) Carries out this provision, the legal acts of the University and other functions and tasks defined by the Georgian legislation within the competence of the Department.
4. Description of the staff of the other personnel (persons employed on the staff units provided 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 titles of staff units provided for in this article will not make changes to this provision.

Article 4. Rule of Amendments and Additions to the Regulation

The amendments and additions to the provision shall be implemented by the decision of the Representative Council.