Appendix 6
"Approved"
With the order N01-03/42. 26. 12. 2019
By Archbishop of Skhalta Spiridon
the Rector of N(N)LE Georgian Patriarchate
St. Tbel AbuserisdzeTeaching University

Administration Statutes of N(N)LE Georgian Patriarchate
St. Tbel Abuserisdze TeachingUniversity

Article 1. General Statutes

1. This Statute defines the functions and rules of operation of the auxiliary structural unit (hereinafter - the Office) of Georgian Patriarchate St. Tbel Abuseridze Teaching University (hereinafter - the University)
2. The administration conducts its activities in accordance with the legislative acts of Georgia, the charter of the University, the present statute and other acts of the University.
3. The administration within its competence is accountable to the Rector of the University.

Article 2. Administration functions

2.1. Administration functions are:

a) Facilitate the implementation of the powers of the Head of Administration;

b) Preparation various analytical and statistical information in order to present the activities of the University in accordance with the instructions of the Head of Administration;

c) Preparation of various reports in accordance with the instructions of the Head of Administration;

d) Stylistic and editorial improvement of the documents submitted for signature to the head of administration;

e) Facilitate and coordinate the work relationship of the Head of Administration with the governing bodies of the University;

f) Cooperate with the structural units of the University to ensure access to public information about the activities of the Head of Administration (via newspaper / television / radio / e-mail / website);

g) Organizational support of the Head of Administration for external relations and events;

h) Preparation of responses to correspondence received by the administration in accordance with the visa;

i) Administration of the case management of the head of the administration (sorting out the documents according to the nomenclature of cases and transferring them to the university archives);

j) Administering the University's event management system and accessing information about the University's services in the relevant fields on the University website (preparing and submitting various materials together with the relevant structural unit of the University);

k) Performing various tasks of the Head of Administration within the scope of competence.

l) Introduce and improvement the personnel management system using information technologies, participating in the organization of staff recruitment and selection procedures, determine the demand for support staff based on the needs of the university.

m) Legal acts related to the labor-legal relations of the university staff, review of projects and, if necessary, make relevant recommendations;

n) Legal acts related to the labor-legal relations of the university staff, review of projects and, if necessary, make relevant recommendations;

o) Organizing the legalization of labor contracts with the staff, registering them and keeping them in accordance with the established rules;

p) Control over the production (appearance) and documentation (table) production of the University staff in the workplace, in coordinated work with the relevant authorities;

q) Participation in the personal affairs of the University staff as well as registration / control of personal materials in accordance with the established rules;

r) Control over the registration of the legal acts of the Rector and the Head of Administration in accordance with the nomenclature of the University;

s) Develop a personnel management policy in coordination with the relevant structural units of the University, carry out relevant monitoring, evaluation, preparation and review of periodic reports and recommendations;

t) Issuance of information on the labor activities of the university staff (work to be performed, position held and amount of remuneration);

u) Provide access to public information to be posted on the University website within the scope of its competence;

v) Other functions defined by the legislation of Georgia and the acts of the University;

w) The Service will carry out clerical activities and control in accordance with the unified procedure of case management.

x) The administration is responsible for the activities of the Human Resources Management Service;

y) Monitoring the implementation of the internal regulations of the university by employees and students.

2.2. The head of the administration should be a person with higher education, preferably with work experience in the field of administration. Additional requirements may be determined by a legal act of the University Rector.

2.3. The University Administration, under the responsibility of the Head of the Administration Service, is obliged to review and implement appropriate measures to support the activities of the Giorgi Mtatsmindeli Research Center of Georgian studies.

2.4. The authority of the Human Resources Management Service is established by a separate statute.

Article 3. Administration staff

3.1. The staff consists of the Head of Administration, the Deputy Head, the Human Resources Management Coordinator and the departmental officers.

3.2. Personnel (employees) are appointed and dismissed by the Head of Administration.

3.3. Deputy Head of Administration:

a) Supervises the performance of the functions defined by the legislation of Georgia, the acts of the University and the represented Statute;
b) Is obliged to rationally distribute the work to be performed in accordance with the job description approved by the order of the Head of Administration and the legal acts of the University and to control the quality of the work performed;
c) Within the competence of the administration prepares proposals and submits them to the head of the administration;
d) Acts on behalf of the administration and represents it in relations with third parties, within the scope of defined authority;
e) Meditates for the allocation of funds, equipment and inventory necessary for the performance of the functions and tasks of the Administration Office;
f) Periodically hears the report of the administration staff on the work done;
g) Submits proposals to the head of the administration on the application of disciplinary measures in case of committing a structure, staffing, functions, incentives or disciplinary misconduct;
h) Submits an activity report on the instructions of the head of administration;
i) Responsible for administering the University Event Management System;
j) Performs other functions and tasks defined by the present statute, legal acts of the University and the legislation of Georgia, within the competence of the administration.

k) In the absence of the head of the administration, signs the necessary documents, taking into account the scope of authority of the administration.

3.4. The staff of the administration (positions provided for in the staff schedule of the University) carry out their activities within the scope of authority defined by the represented statutes, in terms of performing the tasks within their direct competence.

Article 4. Rules for making changes and additions to the statutes

Changes and additions to the statutes are made by the decision of the Rector or the Head of Administration.