

Approved on:-----

By the Representative Council of
Shota Meskhia State Teaching University of Zugdidi

Regulations of the Material Resources Management Office of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions.

1. Material Resources Management Office (hereinafter “the Office”) of Shota Meskhia State Teaching University of Zugdidi (hereinafter the “Teaching University”) is an auxiliary structural unit of the Teaching University ensuring the management of the material resources of the Teaching University.

2. The activities of the Office are guided by the laws of Georgia, the subordinate normative acts, the Statute of the Teaching University and the present Regulations.

3. Within the scope of his or her competence, the Head of the Office shall be accountable to the Rector of the Teaching University and the Head of Administration, and perform the duties assigned by the Rector and the Head of Administration, as envisaged by the law.

4. The present Regulations determine the functions and key directions of activities of the Office.

Article 2. Purpose of the Office

The purpose of the Office is to ensure the legal and effective management of the technical and material resources of the Teaching University.

Article 3. Goals of the Office

1. The main goals of the Material Resources Management Office include:

A) Ensuring the storage and accounting of fixed assets and inventories;

B) Development of measures in terms of improving material and technical base;

C) Maintenance and care for modernization of buildings and facilities, laboratory rooms, libraries, educational workshops, computer centers, sports grounds, and halls.

Article 4. Key Functions of the Office

2. The key functions of the Material Resources Management Office include:
 - A) Ensuring the provision of maintenance and repair works.
 - B) Control of the smooth operation of buildings, equipment, machinery, power equipment, lighting, heating, sewage, water supply and other utility systems.
 - C) Provision of structural units of the Teaching University with hardware, office and educational supplies, inventories and equipment.

Article 5. Structure of the Office and Accountable Persons

1. The Office is managed by the Head of the Office.
2. Organizational Structure of the Office shall include:
 - A) Head of the Office;
 - B) Fire Protection Specialist;
 - C) Chief Specialist;
 - D) Yard-keeper;
 - E) Office Cleaner.

Article 6. Obligations and Rights of the Head of the Office

1. The Head of the Office is a materially liable person:
 - A) He/she shall be guided by the stock record card (fixed assets card) of the Teaching University and carry out the Office activities.
 - B) He/she shall be liable for proper and legal management and maintenance of the material and technical resources of the Teaching University, including motor vehicles;
 - C) Within his/her competence, together with the Office specialist(s), shall make a list of necessary inventory, such as hardware, office and educational supplies, furniture and equipment, and solicit the purchase of these goods before the Head of Administration.
 - D) Together with the specialist(s) of the Office, the Head of the Office shall supervise the smooth functioning of internal utility network (water supply, sewage, heating, power supply, gas supply, the Internet); accordingly, together with the service specialist(s), shall draw up a list of ongoing necessary repair works and their volumes and submit it to the Head of Administration. He/she shall supervise the progress of ongoing works.
 - E) Together with the specialist(s) of the Office, the Head of the Office shall draw up a list of major repair works to be conducted within the facilities and outdoor premises of the Teaching

University, and in other premises owned by the Teaching University, and submit it to the Head of Administration for further action.

F) The Head of the Office shall supervise and together with a Doctor be liable over the sanitary-hygienic conditions within the territories and buildings owned by the Teaching University.

G) He/she shall be responsible for the technical serviceability of the motor vehicles of the Teaching University.

H) He/she shall sign delivery-acceptance acts within his authority (acceptance of hardware, office and educational supplies, furniture and equipment, and issuing them by the consent of the relevant office).

I) The Head of the Office shall be accountable to the Rector and the Head of Administration.

J) The Head of the Office shall perform his/her office duties correctly and in a legal way.

K) Under the appropriate authority, the Head of the Office shall act on the part of the Teaching University in relation to the third parties and exercise other authorities within the competence of the Office,

2. The Head of the Office shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.

Article 7. Fire Protection Specialist

1. The functions of the Fire Protection Specialist include:

A) Ensuring fire safety, developing fire safety plans, and carrying out fire safety drills;

B) Keeping fire appliances and other fire-fighting equipment in instant readiness;

C) Implementing other activities prescribed by the legislation of Georgia in terms of fire safety;

D) Supervising the proper exploitation of technical security means;

E) For security reasons - controlling the normal operation of the system of the internal and external lighting of the Teaching University and responding in a timely manner in case of a problem.

F) Shall be guided by the fire safety guidelines of the Teaching University.

2. The Fire Protection Specialist shall supervise and together with the Head of the Office be liable for the legitimate storage and maintenance of material-technical resources of the Teaching University.

3. Under the appropriate authority, the Fire Protection Officer shall act on the part of the Teaching University in relation to the third parties and exercise other authorities within the competence of the Office,

4. The Fire Protection Specialist shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.

Article 8. Chief Specialist

1. The Chief Specialist:

A) Shall be guided by the stock record card of the Teaching University, together with the Head of the Material Resources Management Office be liable for the legal stock-taking, issuance, maintenance, and storage of the material and technical resources of the Teaching University, including those in the warehouse.

B) Together with the Head of the Office shall supervise the smooth functioning of internal utility network (water supply, sewage, heating, power supply, gas supply, the Internet); accordingly, together with the Head of the Office, draw up a list of ongoing necessary maintenance work.

C) Together with the Head of the Office shall draw up a list of major repair works to be conducted within the facilities and outdoor premises of the Teaching University, and in other premises owned by the Teaching University.

D) Together with the Head of the Office shall sign delivery-acceptance acts within his/her authority (acceptance of hardware, office and educational supplies, furniture and equipment, and issuing by the consent of the relevant office).

E) Shall perform other authorities based on the competence of the Office.

F) Shall be accountable to the Head of the Office, the Rector and the Head of Administration.

2. The Chief Specialist shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.

Article 9. Office Cleaner

1. The Office Cleaner:

A) Shall be responsible for keeping clean the material and technical resources and buildings and premises of the Teaching University.

B) Shall perform other authorities based on his/her job competence.

C) Shall be accountable to the (to the Head of the Vocational Programs Department in Senaki) Head of the Material Resources Management Office.

2. The Office Cleaner shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.

Article 10. Yard Keeper

1. The Yard Keeper:

A) Shall be liable for cleaning the yard and the external perimeter of the Teaching University.

B) Shall perform other authorities based on his/her job competence.

C) Shall be accountable to the (to the Head of the Vocational Programs Department in Senaki) Head of the Material Resources Management Office.

3. The Yard Keeper shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.

Article 11. Other Rights and Obligations of the Office

1. The Office:

A) Shall follow the internal regulations and disciplinary liability norms of the Teaching University;

B) Shall take care of the property and business reputation of the Teaching University;

C) Shall take care of the documents (shall not allow them to be lost/damaged);

D) Shall protect the confidentiality of the information at his/her disposal;

E) Shall provide requested information to the Rector and the Head of Administration or Structural Units in a timely manner;

F) Shall provide proper and qualified consultation;

G) Shall engage in other university activities, including organizational affairs; other than his/her office duties;

H) Shall create a positive environment, follow the principle of ethics, collegiality, and subordination;

I) Shall take care of everyday activities of the Teaching University;

J) Within his/her accountability, shall provide monthly and annual reports and an office action plan, as provided by the Regulations;

K) Shall cooperate with the Head of the Quality Assurance Office of the Teaching University in order to facilitate efficient use of quality assurance mechanisms in the management process and in the process of making questionnaires for planned surveys and in carrying out the surveys (self-assessment/assessment/satisfaction survey);

L) Shall perform other errands as assigned by the Rector and the Head of Administration, which do not contradict the applicable legislation;

M) Shall cooperate with and provide appropriate assistance within the scope of his/her competence to the Head of the Office of Internal Audit when evaluating the financial management and control system in the process of conducting an internal audit.

N) Shall participate in the identification of office risks and as a key element with a decisive role in the viability of the teaching university - cooperate with the Head of Administration to business process continuity plans.

O) Shall take part in the formation of the budget within the scope of his/her competence, in cooperation with the Head of Administration. Shall request the allocation of necessary resources from the Head of Administration to perform/improve his/her official duties.

P) Shall be responsible for performing the functions specified by the present Regulations, in accordance with the law.

Article 12. Labor and Legal Relations with the Office Personnel

The labor and legal relations with the Office personnel shall be governed in accordance with the Labour Code of Georgia and the labor contract.

Article 13. Official Liability

1. The Office personnel shall follow the requirements provided by the legislation of Georgia, bear the liability for unlawful acts committed in the course of activities and for the damage caused to the Teaching University for this reason.

2. The Office personnel shall incur liability for an unlawful act under the rules specified by the legislation.

Article 14. Reorganization and Liquidation of the Office

Reorganization/liquidation of the Office shall be done in accordance with the applicable legislation, by the rule specified by the Representative Council of the Teaching University

Article 15. The Procedure for Making Amendments and Additions to the Regulations

1. Amendments and/or additions to the Regulations shall be made by the decision of the Representative Council.

2. The Regulations shall enter into force upon its approval unless otherwise specified by the Representative Council.