

**The Statute of the Chancellery of
Shota Meskhia State Teaching University of Zugdidi**

Article 1. General Provisions

1. The Chancellery (hereinafter - the Chancellery) of Shota Meskhia State Teaching University of Zugdidi (hereinafter - the Teaching University) is a subsidiary structural unit of the Teaching University.
2. The activity of the Chancellery shall be based on the laws of Georgia, the subordinate normative acts, the Statute of the Teaching University, the present Statute, the common procedures of proceedings and other administrative-legal acts of the Teaching University.
3. Within its competence, the Chancellery shall be accountable to the Rector and the Head of Administration of the Teaching University.
4. The Chancellery shall perform the duties determined by the Rector and the Head of Administration as envisaged by the law.
5. The Chancellery has a round seal with Georgian and English versions of its name and the name of the Teaching University, and a stamp for registration of received documentation.

Article 2. Objectives and Functions of the Chancellery

1. The Chancellery shall have the following objectives:
 - a) improvement of the methods of working on documents;
 - b) development of a common rule (instruction) of proceedings of the Teaching University;
 - c) preparation of the nomenclature of cases;
 - d) organization of working on documents, reduction of document turnover, unification of document forms and elaboration of appropriate recommendations in accordance with the state standards and other applicable normative standards;
 - e) Ensuring automatized case management, electronic turnover of official documents, automatization of documents and ensuring their availability, introduction of a unified system of document management using modern information technologies.
2. The function of the Chancellery is:
 - a) Receiving, registering, processing of the correspondence received or sent by the Teaching University; fulfillment of accounting activities; sending off the correspondence;
 - b) Organization of preparation of correspondence within the established deadline and control of documents; control and analysis of preparation of documents, generalization of the results and systematically informing the management;

- c) registration and storage of the legal acts of the Rector and the Head of Administration of the Teaching University; sending copies to performers and interested persons;
- d) technical activities related to the documents of the Chancellery - printing, copying, preparing blanks of the documents;
- e) development of the nomenclature of the Teaching University, storing the registered documents, sending them to the archive and writing them off;
- f) Counseling and methodological support for the structural units of the Teaching University on the issues within the competence of the Chancellery;
- g) availability of public information from the Teaching University;
- h) other functions determined by the legislation of Georgia and acts of the Teaching University.

Article 3. The Structure and Management of the Chancellery

1. The Chancellery of the Teaching University is the organizational structural unit of the Teaching University. It is supervised by the Head of the chancellery.
2. The Head of the Chancellery shall be appointed and dismissed by the Rector of the Teaching University on the basis of the Head of Administration.
3. In case of absence of the Head of the Chancellery (vacation, business trip, sickness), his/her duties shall be taken over by a person determined by the act of the Rector.

Article 4. The Head of the Chancellery

1. The Head of the Chancellery
 - a) shall fulfill the functions determined by the legislation of Georgia, the administrative acts of the Teaching University and this statute.
 - b) shall be responsible for controlling the Chancellery's activities and proceedings in accordance with this statute and the rule of proceedings;
 - c) shall prepare proposals within the competence of the Chancellery and submit them to the Rector and the Head of Administration;
 - d) shall act on behalf of the Chancellery within his/her competence and represent the Chancellery during the relationship with the third parties;
 - e) shall determine the equipment and facilities necessary for the work of the Chancellery and submit the report on their application to the Head of administration within the required timeframes;
 - f) shall occasionally submit the report on the work of the Chancellery to the Head of Administration;
 - g) shall request the information necessary for the work of the Chancellery from the structural units;
 - h) shall participate in the discussion held by the administration of the Teaching University in relation to the issues of the condition of working on documents and improvement of the forms and methods of working on documents;

i) shall ensure the protection of legality and confidentiality in the work of the Chancellery in cases determined by law.

Article 5. Other Rights and Duties

1. The Head of the Chancellery shall be obliged:

- a) to follow the internal regulations and disciplinary liability norms of the Teaching University;
- b) to take care of the property and official reputation of the Teaching University;
- c) to take care of the documentation (not to allow the loss/damage of the documentation);
- d) to protect the confidential information available to him/her;
- e) to provide information to the Rector, the Head of Administration or structural units in time;
- f) to provide consultation properly, in a qualified manner;
- g) to be engaged in university activities and organizational activities different from the activities involved in his/her position;
- h) to build a positive environment and to follow the principle of ethics, collegiality, and subordination;
- i) to take care of activities of the Teaching University on a daily basis;
- j) to submit monthly/quarterly/annual reports and the action plan of the Chancellery within the framework of the accountability determined by the statute;
- k) to cooperate with the Head of the Quality Assurance Office of the Teaching University in the process of preparing and conducting the questionnaire of the planned research (self assessment/assessment/satisfaction research) for the effective use of the internal mechanisms of quality assurance in the management process;
- l) to perform other tasks of the Rector and the Head of Administration, which do not contradict the current legislation.
- m) to cooperate and provide appropriate assistance to the Head of the Internal Audit Service within his/her competence in the process of internal audit inspection, during the assessment of financial management and control system.
- n) to participate in the identification of job risks and to cooperate with the Head of Administration during the implementation of the plan of the continuity of business processes since the Chancellery plays an important role in the life of the Teaching University.
- o) to take part in the formation of the budget within his/her competence in cooperation with the Head of Administration; to request necessary resources from the Head of Administration for the purpose of fulfillment/improvement of official duties.
- p) to be responsible for the fulfillment of the functions determined by the Statute in compliance with the legislation.

Article 6. Labor-legal Relations of the Personnel

Labor-legal relations with the Head of the Chancellery shall be regulated in compliance with the Labor Code of Georgia and the Labor Agreement.

Article 7. Reorganization and Liquidation of the Chancellery

Reorganization/liquidation of the Chancellery shall be carried out in accordance with the applicable legislation based on the rule established by the Representative Council of the Teaching University.

Article 8. The Procedure for Amendments and Additions to the Statute

1. Amendments and/or additions shall be made to the statute on the basis of the decision of the Representative Council.
2. The statute shall be valid immediately after the approval of the Representative Council has not determined anything otherwise.