

სახლი უმაღლესი სწავლებელი



NEW HIGHER EDUCATION INSTITUTE

**Provision
of chancellery**

Article 1. General provisions

1. The Chancellery of New Higher Education Institution (hereinafter - the Chancellery) is a structural unit of Administration of the institution.
2. The activities of Chancellery is guided by the legislation of Georgia, the internal regulations of the institution and the present provision;
3. The Chancellery, within its competence, is accountable to the Head of Administration of the institute and the Rector and performs their instructions.
4. The Chancellery has a round stamp named "Chancellery".

Article 2. The scope of the chancellery, main tasks, functions and competences

The main activity of the Chancellery is implementation of unified proceedings;

2.1. The tasks of the Chancellery are:

- a) To improve the forms and methods of working on documents, to ensure supervision on the process of documenting, working on the documents, following the rule of working on the documents in compliance with the active normative standards;
- b) Implementation and improvement of unified system of management of the documents with using information technologies;
- c) To organize activities of the archive, to ensure the transfer, protection, centralized accounting and use of description of the documents belonged to the archive.

2.1.1. Functions and competences of the Chancellery

2.1.2. Functions of the Chancellery are:

- a) To ensure unified case management in the institute;
- b) To receive, register, process of correspondence; Fulfillment of accounting work, Transfer of documents as required;
- c) To review the income correspondence and organizing of its submission to the recipient, control of the correctness of the documents to be submitted for signature;
- d) Organization of the correspondence within the established deadline and the control of the documents, their timely delivery to the performers, control and analysis of the implementation of the documents, generalization of the results and systematic informing of the rector of the institution;
- e) Technical ensuring of working on the documents - organizing of printing, making copies and organizing of multiplication of the documents operatively;

- f) To ensure the storing of the institution's affairs and use of documentary information operatively;
- g) Organize work of the archive of the school;
- h) To conduct the other activities on issues related to the competence of the Chancellery.

2.2.2. Competence of the Chancellery is:

- a) Elaboration of unified rules for case management;
- b) Control over the implementation of the established rules of structural units in the institution of working on the documents in their own competence;
- c) Requirement of the information necessary for working of the chancellery, from structural units of the institute;
- d) Monitoring of the case management in the structural units of the institution;
- e) Participation in discussing the issues that are related to the working on the documents, improvement of forms and methods of working on them.

Article 3. Structure of the Service

3.1. The service is headed by the Head of the Service, who is appointed and dismissed by the Rector of the Institution.

3.2. The structure of the service envisages the position of the head and specialist of the service.

3.2.2. Head of Service:

- A) Signs and authorizes the documents within his/her competence;
- B) Distributes the duties among **employees of the Chancellery**, gives them instructions;
- C) Performs other functions and tasks within his/her competence.

Article 4. Making changes and additions in the provision

4.1. The provision of the Service is approved by the order of the rector of the institution.

4.2 Cancellation of the provision of the service, the amendments are made by the order of the rector of the institute.