

**The Regulations of the Representative Board of**

**LEPL – Akaki Tsereteli State University**

**№160**

**On Approving the Regulations of the Information Technologies Assurance Service (IT)  
of LEPL – Akaki Tsereteli State University**

**Kutaisi**

**28 February, 2018**

According to paragraph ‘c’, article 13, of the Statute of the University approved by the order of the Minister of Education and Science of Georgia on “Approving the Statute of Legal Entity of Public Law - Akaki Tsereteli State university” dated by the year 2013, #132/N, the Representative Board of Akaki Tsereteli State University enacts:

1. The Regulations of the Information Technologies Assurance Service of Legal Entity of Public Law – Akaki Tsereteli State University shall be approved in the presented form.  
/The Regulations are attached/
2. The Regulation shall be located on the university web-site and the notice board in the place available for everyone in the open form so that to make sure it is public and available for everyone interested in it.
3. The Regulation shall be in force immediately after its announcement.

**Speaker of the Representative Board:**

**Prof. Sulkhan Kuprashvili**

## **The Regulations of the Information Technologies Assurance Service**

(IT)

### **of LEPL – Akaki Tsereteli State University**

#### **Article 1. General Provisions**

1. The Regulations of the Information Technologies Assurance Service (hereinafter referred to as – the “Regulations”) of the Legal Entity of Public Law (LEPL) - Akaki Tsereteli State University (hereinafter – the “University”) is designed in accordance with the Law of Georgia on “Higher Education”, the order of the Minister of Education and Science of Georgia on “Approving the Statute of LEPL – Akaki Tsereteli State University” dated by September 9, 2013, #132/N (hereinafter – “The Statute of the University”) and other legislative and statutory acts.
2. The Regulations define the status, functions and objectives, competence, authority, liability, accountability, the structure and the management system of the Information Technologies Assurance Service (hereinafter – the “Service”), and regulate other relations connected with the Service activities.
3. The Regulations of the Service shall be discussed by the Academic Council and approved by the Representative Board of the University.
4. The functions and objectives defined by these regulations represent the main directions of the Service activities.

#### **Article 2. Status of the Service, Main Directions of Activities, Responsibilities and Accountability**

1. The Service is a support structural unit of the university.
2. The Service acts according to the Law of Georgia on “Higher Education”, the Statute of the University, other legislative and statutory acts, decisions made by the governing bodies of the university and these regulations.
3. The Service is responsible for implementing the assumed objectives and functions and is liable to the Rector of the university and the Head of the administration.
4. The Service is financed by the university budget.

### **Article 3. Structure and Governance of the Service**

1. The structure of the Service is designed by the university administration and approved by the Representative Board of the university;
2. The Service is generally led by the Rector of the university, and directly it is managed by the Head of the Service;
3. “The Service” includes the following structural units and positions: Head of the Service, Department of Managing the University Network - Head of the Department; Department of Technical Assurance – Head of the Department; Department of Programmic Assurance – Head of the Department; Publishing Office of the University – Director of the Publishing Office; Chief specialist, Senior specialist, Specialist; Editor-in-chief; Graphic-designer; Coordinator of style and correction; Constructive operator.

The internal positional structure of the “Service” is attached to the regulations.

4. The Service is guided by the Head of the Service, who is appointed and dismissed from the position by the Rector of the University;
5. The Head of the Service is accountable to the Rector of the university;
6. The Head of the Service Department is appointed and dismissed from the position by the Rector of the university on the proposal of the Head of the Service.

### **Article 4. Goals of the Service**

1. The goal of the “Service” is efficient supervision-implementation of the activities in the direction of information technologies, as well as assuring proper work of technical equipment.

### **Article 5. Functions and Responsibilities of the Service**

1. Administration of the computer network at the university and ensuring its proper functioning (conducting necessary activities for the network administration; providing proper work of the servers; organizing the university user-base in order to distribute the common access resources and defining their rights; supervising the network cable industry by means of cooperating with other services of the university);
2. Regulating relationships with internet providers in order to ensure the connection with the international global network; ensuring necessary technical conditions to maintain connection with the global network; controlling the quality of the internet service;
3. Fostering provision of the university managing bodies, the university educational and support structural units with computer technologies; technical supervision of the university computer park, providing its proper work, renewal and widening;

4. Fostering selection-purchasing and working out programmic modules for the purpose of implementation of the university goals, the main directions of its activities and its priorities;
5. Regularly check that the existing programmic assurance – information technologies meet the modern requirements; working out proposals for further development of the programmic assurance;
6. Locating databases on the server, general administration and providing the users with the access to the base and uninterrupted work;
7. Working out proposals on the main directions of information technologies development at the university; studying and generalizing the expertise in the sphere of information technologies;
8. Giving consultations to the users of the university computer park in case there arise any kinds of technical or/and programmic problem while working on the computers;
9. Preparing and publishing the necessary documentation, materials, books and course-books, magazines and newspapers at a high polygraphic level;
10. Drawing up proposals within the frames of the competence;
11. Executing separate tasks or instructions given by the Rector of the university and/or the Head of the administration.

#### **Article 6. The Authority and Responsibility of the Service**

Coming out from the functions and objectives of the Service, the unity of the vested powers of the Service and its staff represent the competence of the Service;

1. While implementing the entrusted functions and objectives, the Service is authorized to:
  - a) take measures in order to implement the functions and objectives of the Service;
  - b) within the competence control and demand from the university educational and support structural units to observe the rules set for the exploitation of the computer network and computer technologies;
  - c) require information from the university educational and support structural units on the issues connected with the Service work;
  - d) check the status of the computer techniques in the university educational and support structural units and if necessary, submit the results to the Head of the administration;
  - e) within the competence draft the projects on administrative (legal) acts;
2. **The Service is Responsible for:**
  - a) impemenatation of the functions and objectives defined by these regulations;
  - b) maintenance of the transferred property.

### Article 7. The Service Staff

1. The rule for accepting the service personnel is defined by the labor law and the common law on accepting the support personnel at work approved by the Representative Board of the university.
2. The labor relations of the Service staff are defined by the written work contract.
3. The work description of the Service staff and the instructions on their activities are attached to these regulations.

### Article 8. Conclusive Provisions

1. Declaring these regulations or a part of these regulations void or invalid, making amendments or/and supplementations to this document, can be conducted by the Representative Board of the university;
2. The issues of the Service work, which are not settled by these regulations, are arranged by the Statute of the University.

### Positional Structure of the Information Technologies Assurance Service (IT)

