

Regulations of the Information Technology Center of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. The Information Technology Center (hereinafter “the Center”) of Shota Meskhia State Teaching University of Zugdidi (hereinafter “the Teaching University”) is an auxiliary structural unit of the Teaching University.
2. The Center performs its activities based on the laws of Georgia, subordinate normative acts, the Statute of the Teaching University and the present Regulations.
3. Within its competence, the Center shall be accountable to the Rector and the Head of Administration of the Teaching University.

Article 2. Objectives and Functions of the Center

1. The objective of the Center is to plan and ensure the smooth operation of Information Technology (hereinafter the “IT”) infrastructure of the Teaching University, as well as to form IT policy and development strategy.
2. The Functions of the Center are:
 - A) Administering the website of the Teaching University;
 - B) Ensuring smooth functioning and protection of the Teaching University’s servers (e-mail, web, statistics);
 - C) Administering and supporting databases of structural units of the Teaching University;
 - D) Providing IT support to the structural units of the Teaching University, including IT support of the library, which includes technical and software support, installation and maintenance of computer network infrastructure;
 - E) Providing support and minor repair of user hardware (personal computers, laptops, netbooks, and tablets), installation, repair and maintenance of network infrastructure, support of user operating systems and office software;
 - F) Providing support to the IT infrastructure of the Teaching University;

G) Study of the necessity, planning and implementing of information technologies used for educational, scientific research and administrative purposes, and supporting/optimizing existing system;

H) Other functions provided by the legislation of Georgia and the acts of the Teaching University

Article 3. Structure and Governance of the Center

The staff list of the Teaching University establishes the staffing units for the Head of Information Technology Center, the Lab Manager, the Programmer and the Chief Specialist.

Article 4. Head of the Center

1. The Information Center shall be managed by the Head of the Center.

2. The Head of the Center:

A) Shall manage and direct activities of the Center;

B) Shall represent the Centre when performing his/her official duties and be responsible for performing the official functions and objectives of the Centre;

C) Shall update the official websites of the Teaching University on a daily basis;

D) Shall develop proposals within the competence of his/her authority and submit them to the Head of Administration and the Rector;

E) Shall act on the part of the Teaching University and represent it in relations with the third parties, under specified authority.

F) Shall solicit to the Head of Administration the allocation of the funds, equipment and other inventory necessary to fulfill the functions and objectives of the Office.

G) Shall carry out his/her official duties provided by the present Regulations, administrative-legal acts of the Teaching University and the legislation of Georgia.

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

3. The Head of the Center shall be accountable to the Rector and the Head of Administration.

Article 5. Lab Manager

1. The Lab Manager:

A) Shall register and monitor computer equipment and other related hardware.

B) Shall take part in determining technical specifications of the hardware that should be procured and participate in assembling and launching the procured hardware.

C) Shall carry out his/her official duties provided by the present Regulations and administrative-legal acts of the Teaching University.

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

3. The Lab Manager shall be accountable to the Rector and the Head of Administration.

Article 6. Computer Programmer

1. The Computer Programmer:

A) Shall develop the official website of the Teaching University.

B) Shall ensure the smooth functioning of computer equipment.

C) Shall participate in the implementation of modern technology development projects.

D) Shall ensure the smooth operation of system software and the internet connection of the Center.

E) Shall carry out his/her official duties provided by the present Regulations and administrative-legal acts of the Teaching University.

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

2. The Computer Programmer shall be accountable to the Rector and the Head of Administration.

2. Functions of the Computer Programmer:

1. The Computer Programmer shall monitor and control the electronic portal (register) of the academic staff and students;
2. The Computer Programmer shall obtain and update information;
3. The Computer Programmer, within his/her competence, shall cooperate with main educational units, students and other structural units with a view to identifying the needs and perfecting students' electronic portal;
4. The Computer Programmer, within his/her competence, shall take part in fulfilling other functions of the Scientific and Educational Office.
5. The Computer Programmer shall be accountable to the Rector and the Head of Administration.

Article 7. Chief Specialist

1. The Chief Specialist shall carry out his/her official duties provided by the present Regulations and administrative-legal acts of the Teaching University.

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

3. The Chief Specialist shall be accountable to the Rector and the Head of Administration.

Article 8. Other Rights and Obligations

1. The Head of Information Technology Center, the Lab Manager, the Computer Programmer and the Chief Specialist:

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 maintain 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, as specified by the Regulations, provide monthly and annual reports, and an action plan of the Office;

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 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 identifying office-related risks and as a key element with a decisive role in the viability of the Teaching University - cooperate with the Head of Administration for the implementation of business process continuity plans.

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

P) Shall be responsible for carrying out the functions specified by the present Regulations, following the applicable legislation.

Article 9. Reorganization and Liquidation

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

Article 10. Procedure for Making Amendments and Additions to the Regulations

1. Amendments and/or additions to the present 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.