

Approved on:-----
By the Representation Council of Shota Meskhia
State Teaching University of Zugdidi

Regulations of the Vocational Education and Training Department of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. The Vocational Education and Training Department (hereinafter “the Department”) of Shota Meskhia State Teaching University of Zugdidi (hereinafter “the Teaching University”) is an auxiliary structural unit of the Teaching University.
2. The Department shall be guided by the Law of Georgia on Vocational Education and Training, the Law of Georgia on Higher Education, the subordinate normative acts, the Statute of the Teaching University and the present Regulations.
3. Within the scope of its competence, the Department shall be accountable to the Rector of the Teaching University and the Head of Administration. The Department shall perform the duties assigned by the Rector and the Head of Administration, as envisaged by the law.
4. The Address of the Department shall be 192 Peace Street, Senaki.

Article 2. The Scope, Goal, Key Objectives, and Functions of the Department

1. The scope of the Department is to provide vocational education and training at the Senaki base of the Teaching University.
2. The goal of the Department is to facilitate effective vocational education process and promote the preparation of competitive specialists for the labor market.
3. The objectives and functions of the Department shall include:
 - A) Organizing/carrying out of the teaching process of vocational education programs;
 - B) Keeping education records (personal files) of vocational education students;
 - C) Keeping records of the documents (subject, module, dual), confirming evaluation of vocational students in the educational process;
 - D) Application of the latest methods of learning and teaching vocational programs;
 - E) Elaborating appropriate proposals for authorization/accreditation purposes, developing new educational programs and modify existing ones.
 - F) Processing incoming correspondence;
 - G) Informing vocational students with respect to the matters related to the educational process;
 - H) Actualizing the issue of the subsequent employment of vocational students and working on the projects focused on their further employment;
 - I) Carrying out search to find new sales markets and donor organizations;
 - J) Keeping a logbook/record of students’ attendances at theoretical and practical lessons and the exact number of hours of lessons conducted by teachers, submitting the number of payable hours to the Vocational Education Development Office;

K) Upon the request of teachers/external professionals, submitting the procurement request to the Vocational Education and Training Development Office on the purchase of equipment, study materials, computer hardware, stationery, etc. that are necessary for implementing modular and dual vocational education programs;

L) Creating information on the expenditure of material resources on the basis of reports of teachers / external specialists after the completion of educational programs/on an annual basis and submit them to the Vocational Education Development Office.

Article 3. Structure and Governance of the Department

1. The Department is an organizational structural unit of the Teaching University, managed by the Head of Department.

2. The structure of the Department includes:

A) Head of the Vocational Education and Training Programs (at Senaki Base);

B) Chief Specialist of Learning Process Management;

C) Material Resources Management Specialist;

D) Records Manager;

E) Accounting Specialist;

F) Caretaker - Operator

G) Office Cleaner;

H) Yard Keeper;

I) Librarian

Article 4. Head of the Vocational Education and Training Department

1. The Head of the Vocational Education and Training Programs:

A) Within the authority of the Department shall carry out the operations of the Office as provided by Article 2 of the present Regulations;

B) Within the authority of the Department shall determine priorities of the activities and be responsible for their implementation;

C) Within the authority of the Department shall represent the Department before the third parties;

D) Within his/her competence shall carry out the tasks assigned by the Academic and Representative Councils of the Teaching University, administrative-legal acts of the Rector and the Head of Administration, and other functions defined by the legislation of Georgia.

E) Shall be accountable to the Rector, the Head of Administration and the Head of Vocational Education and Training Development Office.

F) The Head of the Department shall be obliged to control the exact number of hours conducted by the teachers, keep a record of students' attendances at theoretical and practical lessons and submit the number of payable hours to the head of the Vocational Education and Training Development Office.

G) The Head of the Department shall determine the equipment, training materials, inventory, computer equipment, and stationery materials necessary for the implementation of modular and dual vocational programs and submit the request for the procurement of abovementioned material resources to the Vocational Education and Training Development Office.

H) He/she shall be responsible for the materials/resources spent based on teachers'/external experts' reports, the creation of information on the expenditure of material resources and transferring it to the head of the Vocational Education Development Office with a view to writing off.

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

2. The Head of the Department shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration. In case of absence of the Head of the Department, the person in charge shall be determined by the Rector's administrative act.

Article 5. Chief Specialist of Learning Process Management

1. The Chief Specialist of Learning Process Management:

A) Shall participate in the process of organizing and conducting academic activities in terms of vocational education programs;

B) Shall keep education records (personal files) of vocational students;

C) Shall keep records of the documents (subject, module, dual), confirming grading of vocational students in the education process;

D) Shall keep records of the students, who will be enrolled in vocational education and training programs.

E) Shall process incoming correspondence;

F) Shall provide information to vocational students with respect to the matters of academic activities.

G) Shall be accountable to the Rector, the Head of Administration and the Head of the Department.

H) Shall carry out other authorities within his/her competence;

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

3. In case of absence of the Chief Specialist of Learning Process Management, the person in charge shall be determined by the Rector's administrative act.

Article 6. Material Resources Management Specialist;

1. Material Resources Management Specialist at Senaki base:

A) Together with the Head of the Department shall supervise and be responsible for the lawful storage and maintenance of material and technical resources of the Teaching University;

B) Shall be guided by the stock record card (fixed assets cards);

C) Together with the Head of the Department shall supervise the smooth functioning of internal utility network (water supply, sewage, heating, power supply, gas supply, the Internet);

D) Together with the Head of the Department shall draw up a list of major repair works to be conducted within the facilities and outdoor premises (Senaki base) of the Teaching University;

E) Together with the Head of the Department shall supervise and be liable for the sanitary-hygienic conditions within the territories and buildings (Senaki base) owned by the Teaching University.

F) In case of necessity, shall sign delivery-acceptance acts within his authority;

- G) Shall cooperate with the Inventory Commission;
- H) Shall be accountable to the Rector, the Head of Administration, the Head of the Department and the Head of the Material Resources Management Office;
- I) Under the appropriate authority, shall act on the part of the Teaching University in relation to the third parties and exercise other authorities within his/her competence.
- J) Within his/her competence shall carry out the tasks provided by the present Regulations, administrative-legal acts of the Rector and the Head of Administration, and other functions and tasks set by the Head of the Department.

2. Material Resources Management Specialist shall be appointed/dismissed by the Rector of the Teaching University, upon the recommendation of the Head of Administration.

3. In case of absence of the Material Resources Management Specialist, the person in charge shall be determined by the Rector's administrative act.

Article 7. Records Manager

1. Records Manager:

- A) Shall be responsible for the records management, registration and protection of documents, and for providing them to the management of the Teaching University in a tangible form.
- B) Shall be accountable to the Rector, the Head of Administration and the Head of the Department.
- C) Within his/her competence shall carry out the functions provided by the present Regulations, administrative-legal acts of the Rector and the Head of Administration, and other functions and errands set by the Head of the Department.

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

3. In case of absence of the Records Manager, the person in charge shall be determined by the Rector's administrative act

Article 8. Accounting Specialist

1. Accounting Specialist at Senaki base:

- A) Shall carry out cash operations by means of issuing relevant documents (petty cash receipts and cash payment vouchers), keep a journal of accounting, conduct a synthetic and analytical accounting of inexpensive goods and facilitate identification of stock-taking and accounting data.
- B) At the end of each month, shall submit a report on the operations performed, to the Head of the Financial Office.
- C) Within his/her competence shall carry out the tasks provided by the present Regulations, administrative-legal acts of the Rector and the Head of Administration and other functions and tasks set by the Head of the Department.
- D) Shall be accountable to the Rector, Head of Administration, Head of the Financial Office and the Head of the Department.

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

3. In case of absence of the Accounting Specialist, the person in charge shall be determined by the Rector's administrative act.

Article 9. Caretaker - Operator

1. The Caretaker – Operator:

A) Shall be responsible for the use, security, and protection of the material and technical resources of Senaki's livestock farm.

B) Shall be accountable to the Rector, the Head of Administration and the Head of the Department.

C) Within his/her competence shall carry out the tasks provided by the present Regulations, administrative-legal acts of the Rector and the Head of Administration and other functions and tasks set by the Head of the Department.

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

3. In case of absence of the Caretaker – Operator, the person in charge shall be determined by the Rector's administrative act.

Article 10. Office Cleaner

1. The Office Cleaner:

A) Shall be responsible for cleaning the material and technical resources and buildings and structures located at Senaki base.

B) Within his/her competence shall carry out the tasks provided by the present Regulations, administrative-legal acts of the Rector and the Head of the Administration and other functions and tasks set by the Head of the Department.

C) Shall be accountable to the Rector, the Head of Administration and the Head of the Department.

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

3. In case of absence of the Office Cleaner, the person in charge shall be determined by the Rector's administrative act.

Article 11. Yard Keeper

1. The Yard Keeper:

A) Shall be responsible for cleaning the courtyard and the outer perimeter of the Teaching University (Senaki base).

B) Within his/her competence shall carry out the tasks provided by the present Regulations, administrative-legal acts of the Rector and the Head of Administration, and other functions and tasks set by the Head of the Department.

D) The Yard Keeper shall be accountable to the Rector, the Head of Administration and the Head of the Department.

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

3. In case of absence of the Yard Keeper, the person in charge shall be determined by the Rector's administrative act.

Article 12. Workman

1. The Workman:

A) Shall be responsible for performing planned construction works in the courtyard and the outer perimeter of the Teaching University.

B) Within his/her competence shall carry out the tasks provided by the present Regulations, administrative-legal acts of the Rector and the Head of Administration, and other functions and tasks set by the Head of the Department.

C) Shall be accountable to the Rector, the Head of Administration and the Head of the Department.

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

3. In case of absence of the Workman, the person in charge shall be determined by the Rector's administrative act.

Article 13. Lead Library Specialist

1. The Lead Library Specialist, together with the Head Librarian shall:

A) Protect collection of books and other resources.

B) Create and periodically update electronic catalogs;

C) Protect collection of books and the resources against damage and destruction;

D) Help the willing readers become members of the library.

E) Help individuals in the selection and use of literature;

F) Acquaint readers with their rights and responsibilities, the rules for using the library and catalogs;

G) Keep the library statistics;

2. The Chief Librarian shall provide library services (lending, printing, photocopying of books).

3. The Chief Librarian shall be accountable to the Rector, the Head of Administration and the Head of the Department.

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

5. In case of absence of the Chief Librarian, the person in charge shall be determined by the Rector's administrative act.

Article 14. Staffing Units of Non-staff Employees

As defined by the staff list and payroll budget of non-staff employees of the Teaching University, the staffing units of the Doctor, the Chief Specialist of Computer Labs, the Computer Technologist, the Agronomist and the Workman shall be subordinated to the Department of Vocational Education of the Teaching University and carry out their position duties at the Senaki base of the Teaching University.

Article 15. Doctor

1. Within his/her authorities the Doctor shall:

A) If necessary, render medical assistance (first aid) to staff members, students/vocational students of the Teaching University;

B) If necessary, conduct medical check-ups of staff members, students/vocational students of the Teaching University;

C) Submit a written request for the acquisition of resources/medicines needed to provide medical assistance;

D) Pay special attention to registration and supervision of students/vocational students with health issues (diabetes, epilepsy, impairment of vision, if any).

E) Take care to enhance the quality and effectiveness of medical care.

F) Implement other authorities related to mechanisms of rendering medical aid.

G) In case of necessity, refer to the emergency medical service.

H) Be accountable to the Rector, the Head of Administration and the Head of the Department.

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

3. The doctor shall be responsible for the fulfillment of the medical tasks and functions facing the Teaching University, including identification and protection of sanitary and hygienic standards. The Doctor shall provide the Rector and the Head of Administration with proposals for improving and perfecting the process of medical care.

Article 16. Chief Specialist of Computer Labs

1. The Chief Specialist of Computer Labs:

A) Shall be responsible for and supervise the computer equipment of the Teaching University, including computer labs, be responsible for the smooth functioning and maintenance of the equipment.

B) Shall make a list of unserviceable equipment on the balance of the Teaching University and prepare proposals for repairing or writing-off the existing ones.

C) Shall be guided by the stock record card (fixed assets cards);

D) Shall be accountable to the Rector, the Head of Administration and the Head of the Department.

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

3. In case of absence of the Chief Specialist of Computer Labs, the person in charge shall be determined by the Rector's administrative act.

Article 17. Computer Technologist

1. The Computer Technologist, together with the Chief Specialist of Computer Labs:

A) Shall be responsible for and supervise the computer equipment of the Teaching University, including computer labs, be responsible for the smooth functioning and maintenance of the equipment.

B) Shall create a list of unserviceable equipment on the balance of the Teaching University.

C) Shall be accountable to the Rector, the Head of Administration, the Head of the Department and the Chief Specialist of Computer Labs;

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

3. In case of absence of the Computer Technologist, the person in charge shall be determined by the Rector's administrative act.

Agronomist 18. Agronomist

1. The Agronomist

A) Shall be responsible for maintaining the material and technical base of greenhouse farms at the Senaki base, its use in the educational process, security and protection, as well as for carrying out agricultural works in open fields as scheduled by the agricultural calendar.

B) Shall be accountable to the Rector, the Head of Administration and the Head of the Department.

C) Within his/her competence shall carry out the tasks provided by the present Regulations, administrative-legal acts of the Rector and the Head of Administration and other functions and tasks set by the Head of the Department.

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

3. In case of absence of the Agronomist, the person in charge shall be determined by the Rector's administrative act.

Article 19. Other Rights and Obligations

1. The staff members determined by the structure of the Department:

- 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 their 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 their accountabilities, 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 with and provide appropriate assistance within the scope of their competences 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 risks and as key elements with a decisive role in the viability of the Teaching University cooperate with the Head of the Administration for the implementation of business process continuity plans.
- O) Shall take part in the formation of the budget within the scope of their competences in cooperation with the Head of Administration. Shall 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 20. Labor and Legal Relations with the Staff

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

Article 21. Reorganization and Liquidation

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

Article 22. 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