

Approved on:-----
The Representative Council of Shota Meskhia State
Teaching University of Zugdidi

Regulations of the Public Relations Department of Shota Meskhia State Teaching University of Zugdidi

Article 1. General Provisions

1. The Public Relations Department (hereinafter “the Department”) of Shota Meskhia State Teaching University of Zugdidi (hereinafter “the Teaching University”) is a structural unit of the Teaching University.
2. The activities of the Department are guided by the laws of Georgia, 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. It shall perform the duties imposed by the Rector and the Head of Administration in accordance with the law.

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

1. The main scope of the Department is to create an effective information system on the activities taking place at the Teaching University, have various types of active relations and cooperation with the public, objectively present the events taking place at the Teaching University.
2. The Department shall ensure the publicity of academic processes, various planned or already implemented events;
3. The Department shall arrange reception of delegations of universities, scientific and other institutions.
4. The Department shall plan and organize various activities aimed at enhancing the popularity of the Teaching University among the society.
5. The Department shall organize various types of events, workshops, and training.
6. The Department shall organize cultural and creative events at the Teaching University;
7. The Department shall prepare press releases and information materials.
8. The Department shall provide relevant information to the IT Center for publishing them on the website of the Teaching University.
9. The Head of Department shall perform activities of the Department correctly and effectively.

Article 3. Structure and Governance of the Department

1. The Public Relations Department of Shota Meskhia State Teaching University of Zugdidi is an organizational structural unit of the Teaching University.
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.

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

4. The Head of the Department shall perform and be liable for fulfilling the functions provided in Article 2.

Article 4. Other Rights and Obligations of the Head of Department

1. The Head of Department shall:

- A) Follow the internal regulations and disciplinary liability norms of the Teaching University;
- B) Take care of the property and business reputation of the Teaching University;
- C) Take care of the documents (shall not allow them to be lost/damaged);
- D) Maintain confidentiality of the information at his/her disposal;
- E) Provide requested information to the Rector and the Head of Administration or Structural Units in a timely manner;
- F) Provide proper and qualified consultation;
- G) Engage in other university activities, including organizational affairs; other than his/her office duties;
- H) Create a positive environment, follow the principle of ethics, collegiality, and subordination;
- I) Take care of everyday activities of the Teaching University;
- J) Within his/her accountability, provide monthly and annual reports, and an office action plan, as provided by the Regulations;
- K) In order to facilitate the efficient use of quality assurance mechanisms in the management process, cooperate with the Head of the Quality Assurance Office of the Teaching University, in the process of making questionnaires for planned surveys and in carrying out the surveys (self-assessment/assessment/satisfaction survey);
- L) Perform other errands as assigned by the Rector and the Head of Administration, which do not contradict the applicable legislation;
- M) Cooperate and provide appropriate assistance within the scope of his/her competence to the Head of the Internal Audit Office when evaluating the financial management and control system, in the process of conducting an internal audit.
- N) Participate in the identification of office 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) Take part in the formation of the budget within the scope of his/her competence in cooperation with the Head of Administration. Request the allocation of necessary resources from the Head of Administration to perform/improve his/her official duties.

- P) Be responsible for performing the functions specified by the Regulation, in accordance with the legislation.

Article 5. Procedure for Making Amendments and Additions to the Regulations

1. Amendments and/or additions to the present Regulations shall be made by the rule established by the legislation.

2. The Regulations of the Department shall enter into force upon its approval unless otherwise specified by the Representative Council.

3. Reorganization/liquidation of the Department shall be done in accordance with the rules established by the applicable legislation of Georgia.