

Non-entrepreneurial (non-commercial) legal entity - the Patriarchate of Georgia
Order of the Rector of St. Tamar King University

No. 034/01 October 12, 2017 St. Tbilisi

A(A)IP University of the Patriarchate of Georgia named after St. Tamar King
On the approval of the procedure instruction

Article 35 of the Law of Georgia - "Civil Code of Georgia", Decree No. 414 of July 1, 1999 of the President of Georgia "On Approving and Implementing Uniform Rules of Conduct of Business", Article 14 of the Statute of the University of the Patriarchate of Georgia named after St. Tamar King In accordance with Section 3, Clause "F" and Section 4 of the same Article, Clause F:

1. To approve the operating instructions of the Saint Tamar King University of the Patriarchate of Georgia in accordance with the appendix.
2. To entrust the execution of the order to the personnel of the service of proceedings and information provision.
3. I will control the execution of the order personally.
4. The order can be appealed according to the procedure established by the legislation of Georgia.
5. The order shall take effect immediately after signing.

Professor, Archimandrite Adam
(Vakhtang Akhaladze)

A handwritten signature in blue ink, appearing to read 'V. Akhaladze', is located at the bottom right of the page.

'Instructions for conducting proceedings of a non-entrepreneurial (non-commercial) legal entity - St. Tamar King University of the Patriarchate of Georgia

Article 1. Object of regulation of procedure instruction

The operating instructions of the University of the Patriarchate of Georgia named after St. Tamar King (hereinafter - the University) are used as an internal regulatory mechanism that ensures a unified system of organization of operations, perfection and coordination of the quality of document preparation, signing, accounting and registration, the effect of organizational and administrative activities raises and establishes the mandatory procedure for working on documents, citizens' applications and other correspondence in structural units of the university.

Article 2. Organization of document circulation

1. Documents received at the university undergo initial processing, pre-sorting, registration, indexing, review by the management, assignment of a specific task to the executors, determination of the execution period and transfer to the executors.
2. The university receives correspondence at its legal address. A package sent to an incorrect address is sent as it belongs or returned to the author.
3. Upon receipt, incoming official correspondence is immediately registered in the university's register of incoming documentation. in which the following necessary composition of registration details is determined: author (correspondent); name of the type of documents; document date; document index (document entry date and index for incoming documents); title of the document or its summary; resolution (executor, task content, author, date); term of performance; indication of execution (brief record of resolution of the essence of the issue, date and index of the actual execution of the response document); case no.
4. Registration of documents is the recording of the fact of their creation or entry, which provides for the creation of an index and the recording of the necessary information about the document in the registration forms.
5. The index of the document consists of the numerical designation of the direction of activity (category of the case) according to the registration serial number of the document received within the calendar year and the nomenclature of university affairs. The constituent parts of the index are separated by a slash.
6. All documents created at the university and used within it, as well as those to be sent to other institutions and received from other institutions, private individuals, which require registration, implementation and use for reference purposes (decree, planning, reporting, statistical, accounting, financial and other) are subject to registration.).
7. The following are not subject to registration: statistical collections, books, newspapers, magazines, and other periodicals. Advertising notices, greetings, invitation cards. Re-registration of the document and assignment of another registration number is not allowed.
8. Documents are registered once in the register of incoming documents of the university: received - on the day of entry, created - on the day of signing or approval. When transferring a registered document from one structural unit to another, it does not require re-registration. Any official document received by the structural unit/personnel of the University, which is not registered, must be recorded in the register of incoming documents of the University.
9. Envelopes with documents, including ordered ones, are opened, while the correctness of the addressee, the complexity of the package, and the correspondence of the numbers indicated on the envelope and documents are checked. incoming documents

Envelopes are not destroyed if only the envelope can be used to determine the address of the sender, the time of sending and receiving documents, as well as when personal documents are received. After that, the first page of the document will be stamped with the registration number and date of entry in the lower right corner. The registration number is assigned to the document according to the serial numbers within the calendar year. And the registration date is written in numbers as follows: number of the month, month, year.

10. Packages with the inscription - "personally" are registered with the data indicated on the envelope and handed over to the addressee unopened.

11. After the registration of the document, in order to transfer it to the executor, the documents will be revised in advance. Within one working day, documents received from legislative, governmental and other higher institutions, containing information on the principle issues of the university's activities and whose implementation requires the decision of a person authorized to direct leadership and representation, are submitted to the rector of the university for consideration. The rest of the documents will be handed over to the executors within the same period after preliminary review. Transfer of documents between structural units is carried out only through the university's case management service.

12. In case of the need for immediate execution of the received document, it is permissible for the executor to familiarize himself with the content of the correspondence - according to the established procedure, before considering it.

13. Documents executed by several structural units/personnel shall be transferred to them one by one or simultaneously through copies. Money will be given to the executors first named in the resolution. The necessity of reproduction of documents and the number of copies is determined by the person responsible for the execution of the document.

14. At the end of work on the document, on the lower margin of the first page or, if it is not possible, on a separate sheet, the executor makes a short note about the results of the task.

Article 3. Deadlines for execution of documents

1. The deadlines for the execution of documents are calculated according to calendar days from the date of signature (approval) of the document, and for documents received from other institutions - from the date of their arrival.

2. The terms of execution of documents are determined by the legislation of Georgia. In the absence of such, no more than 30 calendar days.

Article 4. Control of execution of documents

1. The documents to be executed are subject to control. Performance control includes taking the document under control, checking its timely delivery to the executor, checking and regulating the progress of performance, recording and generalizing the results of document performance control, the performance control organization must ensure the timely and quality performance of the document.

2. The document is considered to be completed and released from control after completion of tasks, questions, notification of results to interested institutions and persons or other type of documentary confirmation.

3. Control of the execution of documents provides for the following operations:

- a) transfer of the document (assignment item) to the executing structural unit;
- b) determining the name and surname, phone number of the performer;
- c) reminding the executor of the performance deadline;

- d) receiving information on the progress and results of document execution;
 - e) to record the execution progress and results;
 - f) regular delivery of information to interested persons about performance;
 - g) formation of the information base of executed documents in the prescribed manner.
4. The document execution control is carried out by the University's Case Management and Information Assurance Service.
5. Control of the execution of documents is carried out only according to the established procedure.

Article 5. Governing documents

1. The statutory activities of the university are carried out through a unified system of interrelated governing documents. Their composition is determined by the competence and functions of the university, the manner of solving issues (single-management, collegial), the scope and nature of the interaction with other institutions.
2. The uniformity of the rules for documenting administrative activities at all levels of management is achieved by using uniform rules of proceedings and unified documentation systems, which are determined by the relevant standards and normative acts of the state.
3. In order to solve important issues, basic and operational tasks, the university receives (issues) various documents according to the established procedure.

Article 6. Individual-legal act - order

1. Drafts of individual legal acts - orders of the rector of the university will be developed by structural units of the university by assignment or on their own initiative.
2. As a rule, the text of the order consists of ascertaining and decree parts. In the statement part, the goals and objectives of the management actions are conveyed. If the basis for issuing the order is a legislative, other legal act or an order of a superior institution, its type, date, number, title and the content of the part that directly concerns the university are indicated in the statement part.
3. The prescriptive part begins with the word "I command". In the clauses of the executive part of the order, the executors, specific actions and deadlines for execution are specified. If the order supplements, cancels or changes the previously issued orders or their separate clauses, this is indicated in the text of the order. The last paragraph of the decree part specifies the official who is responsible for controlling the execution of the order.
4. Orders are numbered with appropriate indices. The index consists of a numerical designation of the direction of activity according to the serial number and the nomenclature of university affairs within the calendar year. The constituent parts of the index are separated by a slash.

Article 7. Reference

1. Reference is a decree document issued within the scope of authority, which mainly concerns issues of an informative and methodical nature, as well as issues related to the organization of the execution of orders, instructions and other normative acts. The instructions are signed by the rector of the university or the heads of structural units at his request within their competence.
2. Preparation and execution of instructions is carried out in accordance with the rules established by Article 6. The prescriptive part of the instruction begins with the word "gavalibet" ("we offer").

3. References are numbered with appropriate indexes. The index consists of the numerical index of the field of activity according to the serial number and nomenclature of university affairs within the calendar year.

from the designation. The constituent parts of the index are separated by a slash.

Article 8. Instruction

1. The instruction is a type of organizational-ordinary documentation, in which the rules regulating the special aspects of the university's activities are presented.

2. The title of the text of the instruction indicates the object or issues to which its requirements apply. The text of the instruction consists of chapters, which are divided into clauses and subsections.

3. The text of the instruction uses the following words: "required", "required", "prohibited", "not allowed", etc.

4. The instruction visa is issued by the head of the structural unit composing it and approved by the rector of the university.

Article 9. Protocol

1. The process of discussing issues and making decisions at the sessions of collegial bodies, commissions, deliberations, conferences of the university is recorded in the minutes.

2. Minutes are drawn up based on the record of the sessions, shorthands and other materials prepared for the sessions (texts of reports, speeches, notices, draft resolutions or decisions, agenda, list of invitees, etc.).

3. The text of the protocol consists of introduction and main parts. The following requisites will be filled in the introductory part: chairman; the secretary were present; Agenda. These requisites can be stamped on the letterhead.

4. The main part of the protocol consists of sections that correspond to the items of the agenda. The text of each section is understood according to the following scheme: they heard, expressed an opinion, determined (decided). The main content of reports and speeches will be included in the text of the minutes. If the texts of reports and speeches are attached to the minutes, in this case the short form of the minutes is used. The resolution (decision) is printed in its entirety. The text of the resolution will be read in the same way as the text of the individual legal act - the order. The document approved by the collegial body of the university is attached to the protocol. The content of the special opinion will be recorded in the protocol after the protocol decision.

5. If the course of the session is stenographed, the text of the stenogram is decoded, printed, checked and stored together with the minutes. In special cases, the speaker must confirm the transcript of his speech with a visa.

6. Minutes are numbered with serial numbers within the calendar year.

Article 10. Letter/business card

1. In implementing the operational connection with the structural units (staff) of the university, citizens and other institutions, the structural units of the university can send you letters/business cards within the scope of their competence. As a rule, letters/business cards are drawn up when it is impossible or difficult to use a non-document means of information exchange: oral explanations, instructions (in person or by phone) and/or necessary considering the specifics of the relevant proceedings. In case of urgent transfer of information, telegrams and phonegrams are sent.

2. Similar to the texts of decree documents, the texts of letters/business cards usually consist of two parts: the first part indicates the basis or reason for writing the letter, the second part conveys suggestions, opinions, conclusions, requests.

Article 11. Requirements for the texts of governing documents

1. The text of the document must include clearly, convincingly and concisely conveyed unmistakable and well-argued information, the content of which must be related to previously issued documents on the given issue.
2. The text of the document is formatted as a plain text, a questionnaire, a table or a combination of these forms.
3. The unified text of the document includes grammatically and lexically agreed information about administrative actions and is used when drafting rules, regulations, letters/business cards, ordinal documents. A single structured text can be created on the basis of a template that includes constant information and free spaces for entering variable information.
4. The form of the questionnaire is used when conveying digital or verbal information about one object according to certain signs. The naming of the signs of the object and their characterization is conveyed by the noun in the nominative rotation. Indicators can be expressed in numbers. Compiling the text in the form of a questionnaire is used in organizational decrees, financial, planning and other documents.
5. The form of a table is used when conveying numerical or verbal information about several objects according to ordinal signs. Tabular text is used in planning, statistical, financial, accounting, organizational decrees and other documents. Tables have two levels of text divisions: horizontal (vertical) for graphs and horizontal (horizontal) for lines. If the table is printed on two or more pages, the table graphs are numbered; Only graph numbers are printed on the following pages. Headings and sub-headings of graphs and lines should be given with a noun in the nominative rotation in the singular. In the headings and sub-headings of the rows and graphs of the table, only commonly accepted abbreviations and conventional designations are used.
6. In the tables and questionnaires, which are intended for processing by computer equipment, objects, signs and their indicators, if necessary, will be given codes according to technical-economic information classifiers.
7. In decree documents, which are issued on the principle of unilateral authority (order, instruction, decree), the first person singular is used when composing the text (I command, I demand), and in documents addressed to management (statement, service card, explanatory card) - the first person plural (Suggest, please).
8. According to the decree of the university, in the documents issued on a collegial basis (resolutions, decisions), the third person singular is used when composing the text (determines, decided).
9. When drafting the text of joint decree documents (order, resolution, decision), the first person plural is used (we order, we decide, we offer).
10. When drafting the text of the minutes, the plural number of the third person is used (heard, expressed an opinion, decided), the content of the speakers is conveyed in the third person singular.
11. In documents that establish rights and duties (regulations, instructions, rules, etc.), as well as in which they describe, confirm facts, events, give an assessment of activities (act,

conclusion, notice, report, etc.), the third person is used when conveying the text Singular or plural number (the chief specialist has the right; the commission established; the commission includes...).

12. When composing the text of the correspondence, the plural number of the first person is used (we consider it appropriate, we are sending you the conclusion).

Article 12. Procedure for processing documents to be sent

1. The documents to be sent are registered in the university's register of outgoing documents, if necessary, they are duplicated, placed in envelopes, formatted as postal items and sent to the appropriate addressee.

2. Documents to be sent are numbered with appropriate indexes. The index consists of a numerical indication of the direction of activity according to the serial number and nomenclature of cases within the calendar year. The constituent parts of the index are separated by a slash.

3. Before packing in the envelope, the correctness of the documents, presence of attachments, compliance of the number of copies with the number of addressees is checked.

4. Machine-readable documents are sent packaged, which must comply with technical requirements and ensure the protection of the carriers and the information recorded on them. Sending machine-readable documents is done with an attached letter.

5. A description of the shipment is written on the correspondence to be sent by order.

Documents to be sent must be sent on the day it is processed or no later than the next business day.

Article 13. Operational storage of documents and nomenclature of cases

1. Documents are kept in files at the place of their execution.

2. Protection of documents and formal files is ensured by heads of structural units and employees responsible for documentation.

3. Formation of cases is carried out in accordance with the legislation of Georgia.

4. Formed cases to ensure reliable protection of documents are kept in working rooms or specially designated for them and are located in lockers, tables and elevator filing cabinets.

5. In order to quickly find documents, cases will be arranged according to nomenclature, storing documents in unorganized desks is prohibited.

6. The nomenclature of cases is a systematized list of the titles of cases generated in the course of the university's activities, drawn up according to the established rules, in which the storage terms of the cases are indicated. The nomenclature of cases is established to ensure the order of formation and accounting of cases in the university proceedings. The nomenclature determines the grouping of documents in cases, systematization of cases, indexing and storage terms. It is the basis for drawing up a description of things to be stored permanently and for a long time (more than 10 years) and is the main accounting document in the proceedings.

7. Each article of the nomenclature has an index, a title of the case and a shelf life.

8. The index consists of the numerical designation of the direction of activity (case category) and the order number of the case according to the nomenclature. Case indexes are denoted by Arabic numerals. For example: 12-05, where 12 indicates the direction of activity (case category), and 05 is the serial number of the case according to the nomenclature. Groups of index numbers are separated by dashes. If the case consists of several volumes (parts), the index will be placed on each volume (part) with the designations "1st", "2nd", etc. additionally.

9. The nomenclature of university affairs shall include:

- a) cases related to structural-organizational functioning - numerical designation of the case category: 01 - storage period: permanent;
- b) Cases related to the implementation of training programs - numerical designation of the case category: 01/1 - retention period: permanent;
- c) Cases related to scientific-research activity - numerical designation of the case category: 01/2 - storage period: permanent;
- d) other cases related to statutory activities - numerical designation of the case category: 01/3 - storage period: permanent;
- e) cases related to the implementation of administrative actions (documentation of administrative activities) - numerical designation of the case category: 01/4 - storage period: permanent;
- f) Cases related to labor relations and official activities of personnel - numerical designation of the case category: 02 - retention period: permanent;
- g) cases related to the assessment of students' learning results - numerical designation of the case category: 03 - retention period: permanent;
- h) Cases related to accounting of financial assets - numerical designation of the case category: 04 - storage period: 10 years;
- i) Cases related to financial reporting - numerical designation of the case category: 05 - storage period: 10 years;
- j) Cases related to the accounting of fixed assets and commodity material values - numerical designation of the case category: 06 - storage period: 10 years;
- k) Cases related to accounting of major capital investments - numerical designation of the case category: 07 - retention period: 10 years;
- m) Cases related to matters prepared in structural units - numerical designation of the case category: 08 - storage period: 10 years;
- n) Cases related to the production of reference card files - numerical designation of the case category: 09 - storage period: 10 years;
- n) Personal cases of students - digital designation of the case category: 010 - storage period: 10 years.

10. The next year's nomenclature is drawn up at the end of the current year according to the list presented by the structural units of the university, and the unified nomenclature is approved by the rector of the university.

11. The nomenclature of university affairs is compiled based on the study of the composition, content and number of documents created in the course of its activities. When compiling it, we should be guided by the uniform rules of proceedings, the statutes of the university and the regulations of its structural units, the staff list, the nomenclatures of the cases of previous years, the descriptions of the cases to be stored permanently and for a long time, and the reference card libraries.

12. The documents to be destroyed are determined by the expert group, which will be the individual-legal act of the rector of the university.

13. Issuance of cases to other institutions is carried out with the permission of the rector of the university.

14. The removal of documents from permanently stored files is allowed in special cases with the permission of the rector of the university. A certified copy of the document and the act of removal of the dowry must be included in the file.

Article 14. Use of seal and stamp

Official seals and stamps can be used to confirm the signature, registration and also the conformity of the copy with the original document. Their intended use is controlled by the heads of the relevant structural units of the university. It is not mandatory to use an official seal or stamp when signing documents within the scope of authority.