

“Davit Tvildiani Medical University Public Nursing College” LLC

Collection of General Regulatory Documents

„ Approved by: “

“Davit Tvildiani Medical University Public Nursing College” LLC

Director M.Tvildiani

Order № 02 as of 01.11.2015

Amendments:

Order N08 as of April 04,2016 of the Director - new edition;

Order N15 as of June 02,2016 of the Director - amendments/additions;

Order N06 as of September 16,2017 of the Director - amendments;

Order N05 as of June 07,2018 of the Director - updated edition;

Order N22 as of July 31,2018 of the Director –amendments.

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Chapter I Preamble

Article 1. General Provisions

1. College is a vocational educational institution whose organizational-legal form is a Legal Entity under Private Law -Limited Liability Company.
2. The College has been established for an indefinite period pursuant to the Laws of Georgia “on Entrepreneurs” and “on Vocational Education”.
3. The College’s activity is based on the Constitution of Georgia, Laws of Georgia “on Entrepreneurs” and “on Vocational Education”, orders and instructions of the Minister of Science and Education of Georgia, other Georgian legal acts, College statute and these regulations;

Article 2. Scope and Activity of the College

1. The main goal of the College is to create a modern vocational educational institution that meets international standards;

2. Objectives

- To organise vocational student-centered smooth learning process of continuing education;
- To develop and offer high quality educational programs meeting the requirements of the society and the labor market and to ensure that they are constantly updated;
- To promote the development of thinking allowing student to freely ask questions, respect others' opinions and views, formulate well-reasoned questions;
- To attract highly qualified personnel and ensure their involvement in the educational process;
- To guide vocational students and listeners in their career development and promote employment for graduates;
- To provide systematic improvement of material and technical support and information assurance of educational process;

3. Goals

- To train highly educated professional, qualified, competitive specialist, who, in addition to professional skills, has ethical and moral standards, knows and respects its own and other cultures;
- To firmly maintain its position and status in the vocational education area of Georgia; To be a competitive labor market-oriented institution;
- To offer the best possible educational programs that will provide students with practical knowledge and professional skills;
- To keep up with current education reforms in Georgia, introduce teaching standards and make them compatible with the European education area.
- To create an educational environment in which students are brought up with high moral values, whose worldview will be based on national and universal values, principles of environmental care, humanism and social, ethnic, religious, racial and gender tolerance.

Chapter II

Management, Governing Bodies, Structure and Principles of Management

Articles 3. Governing Bodies

1. Governing bodies of the College are:
 - a) Founder /Founding Partners Meeting;
 - b) Director;
2. Collegiate consultative Body:

Board of Administration

3. The structure of the college shall consist of the departments, offices and / or individuals, ensuring normal functioning of the institution and smooth implementation of learning process, protection of lawful rights and interests of students, access to student services. To this end, the College has:

- a) Training Department
- b) Quality Assurance Office
- c) Teachers Corps
- d) Library
- e) First Aid Service
- f) Security office
- g) Technical Division
- h) Documentation Division
- i) Registry Division
- j) Public Relations and Marketing Manager
- k) Lawyer
- l) Accountant.

4. Depending on the number of vocational programs to be implemented by the college and students enrolled in these programs, the Director has the right to create additional structural units in order to better organize the learning process.

Chapter III Director, Board of Administration, Scope of Authority

Article 4. Director

1. The Director, the head of the College as a legal entity under private law, is authorized to manage the College in accordance with the Law of Georgia “on Vocational Education”, Law of Georgia “on Entrepreneurs” and other normative acts, taking into account the statute, regulations and decisions of the College Founder.
2. The Director has the authority to manage and represent College both at home and abroad. In addition, the Director is authorised to represent the institution in the field of education both independently and jointly with the head of the training department.
3. The Director shall make decisions independently and/or taking into account decisions made by the Board of Administration. The decisions adopted by the Director are made out in the form of Order.
4. On behalf of the College, the Director is authorized to enter into transactions and agreements, to determine the procedure for the formation of structural units and management bodies, to make decisions on hiring and firing of employees, conclusion and termination of employment contracts, disciplinary liability and incentives and others.
5. The College Director shall exercise other powers provided in the Georgian legislation and the Statute of the College.
6. The decisions of the College Director shall be binding on the College staff and all persons associated with college activities.
7. Director:
 - a) The Director is appointed and dismissed by the Founding Partner (Founder /Founding Partners Meeting).
 - b) The Director shall determine the composition of staff necessary for proper functioning of the institution (distributed in different structural units or not), the number of staff and the rate of pay and submit it to the founder for approval.

- c) All staff shall be appointed and dismissed by the Director based on the decision made by the founder of the institution, in respect of which the director issues an act and/or concludes employment contracts.
 - d) The Director shall determine and approve the operating instructions and rules within the approved structure;
 - e) The Director shall issue orders on approval, cancellation, amendments and additions to the rules and regulations related to the learning and non-learning process;
 - f) The Director shall approve educational programs / changes and training schedules submitted by the Training Department (based on the official report and/or by discussing the matter with the Administrative Board);
 - g) The Director shall issue orders on the announcement of admission / mobility to the vocational educational program and the timeframes, admission quota, professional examination dates and venues, indicating documentation to be provided, obtaining, suspension and termination of student status, completion of a semester of study and transfer, use of disciplinary penalties, incentives, award of a qualification;
 - h) The Director shall issue college diplomas, references, certificates of completion of educational and training courses.
 - i) The Board of Administration shall be headed by the Director;
 - j) The Director shall nominate two members of the Disciplinary Commission and shall issue an order establishing a commission;
 - k) The Director shall sign contracts with vocational students, vocational teachers, college staff and regarding any other technical support services;
 - l) The Director shall represent the college in relations with third parties, shall give Power of Attorney;
 - m) In exceptional cases, the Director shall have the right to make decisions exceeding its authority, but shall notify partners immediately;
8. The Director shall be responsible for the results of the commercial, economic and creative activities of the College and shall be accountable only to the Founder / Partners Meeting.
9. The Director shall provide the Partners Meeting with information on the profitability (in reviewing the annual report), educational and economic policy of the college as well as college development issues and other major problems.
10. If the Director is absent or unable to act, the acting director appointed by the decision of the Partners Meeting or by the order of the Director shall exercise the powers and perform the duties of the Director.
11. The Director shall exercise the power personally.

Article 5. Assistant Director

1. The Director may have an assistant appointed and dismissed by the Director.
2. Assistant Director:
 - a) Shall fulfill the instructions and assignments given by the Director,
 - b) Shall coordinate the provision of accurate and timely information to the Documentation Division and Registry Division of the Institution, including s/he is obliged to personally provide information about the institution to be recorded in the register in the prescribed manner and within the prescribed time limit,
 - c) Shall request information from the Training Department and the Registry Division in order to prepare a draft order on the announcement of admission and mobility,

- d) Shall provide student records management in collaboration with the Documentation Division and the Registry Division,
- e) Shall prepare draft orders for decisions taken by the Director or the meetings of the Board of Administration,
- f) Shall prepare Minutes of Meetings, that are immediately forwarded to the Documentation Division for further action,
- g) Shall prepare information on payments / arrears, monthly expenses and income on the basis of information requested from the accountant of the institution in order to inform Director,
- h) Last week of a month, shall prepare cost estimates for the work done by staff and (based on information provided by Training Department) vocational teachers and submit to the Director and Accountant for further review,
- i) Shall review information on material and human resources available at the end of each academic year and shall annually submit it to the Board of Administration to determine the number and deadline for announcement of admission / mobility for the following year.
- j) Shall prepare full draft annual report to be submitted to the founder by the Director and/or shall collect all the necessary information and others.

Article 6. Board of Administration

- a) The Board of Administration is the advisory body of the institution, Board meetings shall be convened by the Director as appropriate, but no less than once a month;
- b) The Board of Administration shall consider (but not limited to) – reports, proposals / recommendations / information submitted by the Director, Training Division, Quality Assurance Office, Internal Monitoring and Support Group and/or other structural unit on current processes in the institution, planned activities, action plans, learning process, student progress / regress, outcomes achieved, semester start and end dates, determination of admission quota, desire and necessity for suspension / termination of student status (in compliance with regulations), implementation / modification of the strategic plan and action plan;
- c) The Board of Administration shall be headed by the Director. The work done by the Board and decisions made at a meeting of the Board shall be documented in the minutes of the meeting. The secretary of the meeting shall be the Assistant Director.
- d) If necessary, the Board shall adopt decisions by a majority vote. The decision shall be signed by the director. In addition, in the case of equal votes, the vote of the Director shall be decisive.
- e) The Board of Administration is composed of permanent and invited members. Permanent members are- Director, Assistant Director (who is also the Secretary of the meeting of the Board of Administration), Head and Deputy Head of the Training Department, Head of Quality Assurance Office, Head of Library, Head of Human Resources Management Department. The invited member may be any representative of all other structural units, teacher, student, employer representative -depending on the content of the issues to be considered.
- f) The date of the meeting of the Board of Administration shall be determined by the Director. Each member of the Board shall be notified of the meeting agenda, invited members and time by the Assistant Director using all means of communication (including telephone, email, post, fax, social network) no later than 3 days before the respective date.
- g) A meeting of the Board shall be quorate if it is attended by all permanent members, if the Head of the Training Department is represented by the Deputy Head, the meeting shall not be legally capable (unless

the Head of the Training Department has several deputies and one of them performs his / her duties) and it shall be convened again with the same agenda and composition.

Chapter IV Training Department

Article 7. Training Department

1. The Training Department is a structural unit of the College, ensuring the smooth implementation of educational activities, learning process and its continuous improvement.
2. The Training Department shall be headed by Head appointed and dismissed by the Director in agreement with the Founder.

Article 8. Head of the Training Department

1. The Head of the Training Department shall be accountable to the Director and Founder.
2. The Head shall exercise the following rights and responsibilities:
 - a) Shall determine the educational program, the curriculum framework and the basic requirements and submit them to the Director for approval;
 - b) Shall create training schedules and submit them to the College Director for approval;
 - c) Shall review vocational educational programs (syllabuses) for each specialty and create a calendar plan;
 - d) Shall prepare proposals and projects for improving educational activities;
 - e) Shall check the validity and relevance of the learning outcome assessment tool together with the Quality Assurance Office;
 - f) Shall compile reports on semester achievements of vocational students and submit them to the Board of Administration of the College Board for further consideration;
 - g) Shall maintain intensive cooperation with vocational students through representatives of the department to improve the learning process and ensure their involvement in the process;
 - h) The department shall be responsible for developing professional examination content and protecting confidentiality;
 - i) Shall grade examination tests performed by the applicants and inform the applicants through the assistant; Shall make reasoned and motivated decisions regarding the evaluation of their claims;
 - j) Shall be responsible for selection of qualified personnel for the vocational education program in accordance with the requirements of professional standard, framework document, Law of Georgia on Vocational Education, goals and objectives of the institution. The Director shall sign employment and / or service contracts with the teachers selected.
 - k) Shall be a member of the Internal Monitoring and Support Group, a member of the Board of Administration;
 - l) Shall nominate 2 members of Disciplinary Commission;
 - m) Shall manage and direct the activities of the Deputy Director and Assistant Director of the Department,
 - n) Shall organize, prepare necessary information to ensure information meetings with interested parties,
 - o) Shall perform other actions necessary for proper functioning of the Department.

Article 9. Deputy(ies) Head of the Training Department

1. The Head of the Training Department may have deputy(ies) appointed and dismissed by the Director upon his / her nomination.
2. Deputy Head of the Department:

- a) shall replace and serve when the Head is absent or unavailable (except for the right of representation in the Board of Administration), in respect of which no additional acts are issued, except for long-term business trip, incapacity of the Head and need for several deputies to be present and / or to represent the institution to the third parties,
- b) The Deputy Head of the Training Department is a member of the Internal Monitoring and Support Group, the Advisory Group and the Board of Administration,
- c) Shall be responsible for providing the Documentation Division of the Institution with accurate and timely information kept by the Department and to be recorded in the register.
- d) Shall create training schedules for academic year.
- e) Shall provide information to vocational teachers on the expected date of implementation of the module, the time of appearance in college and the calendar plan to conduct a lecture.
- f) Shall hold consultative meetings with vocational teachers on the calendar plan and keep records of meetings,
- g) Shall have right to nominate a candidate for the position of teacher taking into account the curriculum, syllabus, professional standard and legislation on vocational education.
- h) As a member of the Monitoring and Support Group, shall monitor learning process, performance of the calendar plan by the teacher, fair use of appropriate assessment tools to identify strengths and weaknesses.
- i) Shall provide the Head with the information collected during monitoring, which is later included in the report prepared by the Head for submission to the Board of Administration and the Director,
- j) The Deputy Head is authorized to develop proposals for further actions and measures to be taken by the Department,
- k) Shall plan and take part in organizing information meetings with interested persons prior to the admission of vocational students,
- l) Shall fulfill the instructions and assignments given by the Head of the Department and the Director.

Article 10. Assistant Head of the Training Department

1. The Head of the Training Department may have assistant appointed and dismissed by the Director upon nomination by the Head of the Department.

2. Assistant Head of the Department:

- a) Shall grade examination tests performed by the applicants within the prescribed time period and inform the applicants of the test results;
- b) Shall monitor achievements of vocational students and record the results,
- c) Shall coordinate proper building of vocational student portfolio by professional teachers,
- d) Shall assist professional teachers in preparing evaluation sheets, adhering to principles of assessment and performance,
- e) Shall have right to monitor arrival of teachers, duration of learning process and registration of student attendance,
- f) Shall prepare a reasoned draft decision of the Head of the Department on assessment related claims made by applicants and vocational students,
- g) To validate module/outcomes, shall provide the professional teacher with the tools that have passed the conformity assessment, and shall include the full results in the relevant log, not later than one week,
- h) Based on the analysis of assessments received by students, shall determine the quota of students who is eligible to validate the module/outcomes, has validated the module/outcomes, is not allowed to validate,

must additionally / repeatedly validate the module/outcomes and must repeat the module/outcomes, the termination of vocational student status due to the impossibility of academic progress.

- i) Shall provide the Deputy Head with information to be recorded in the register as soon as received,
- j) Shall prepare draft report by order of the Head on activities carried out by the department,
- k) Shall fulfill the instructions and assignments given by the Head of the Department and the Director to ensure proper operation.

Chapter V Quality Assurance Office

Article 11. Quality Assurance Office

1. Quality Assurance Office is the only independent structural unit of the institution.
2. Independence of the Office does not imply the right to manage and/or represent.
3. Quality Assurance Office shall be guided by the Law of Georgia on Vocational Education, normative acts of the Ministry of Education and Science of Georgia and LEPL National Center for Educational Quality Enhancement, Statute of the Institution and these provisions.
4. The Quality Assurance Office shall improve the quality of ongoing processes by implementing continuous monitoring, researching and evaluating the teaching / learning and activities in the institution.
5. In order to improve the quality of teaching and learning, the Quality Assurance Office shall seek, adjust and implement modern methods of assessing the quality of teaching and learning; Gathering and analyzing information related to the quality of education, mechanisms for its improvement and publishing results for further development.
6. The Quality Assurance Office implements “Plan-Do-Check-Act” cycle approach to realize the predetermined goals:
 - a) “Plan” –For the planning purposes the Quality Assurance Office shall develop strategic and action plans, describing the long-term development prospects and ways to achieve them;
 - b) “Do” –includes subprocesses of strategic and action plans indicating the persons (units) responsible for performance, the period of implementation, the instrument / proof of implementation and the expected risk;
 - c) “Check”- Means monitoring and evaluation of the implementation of subprocesses specified in the action plan at preset intervals and using agreed criteria (surveys and analysis results);
 - d) “Act”- includes identification of gaps and causes based on the analysis of the provided evaluation, planning solutions for these gaps, in the case of their absence, the mechanisms for maintaining the existing situation shall be developed.

Article 12. Head of the Quality Assurance Office

1. The Quality Assurance Office shall be headed by Head appointed and dismissed by the Director of the College in agreement with the Founder.
2. The Head of the Quality Assurance Office shall be accountable only to the founder.
3. The Head of the Quality Assurance Office:
 - a) Shall conduct an internal quality assessment, for which s/he is authorized to request the necessary information from any structural unit, and the offices are required to provide this information immediately or to inform the reason for refusal;
 - b) Shall conduct anonymous and / or open interviews with students, teachers, and administrative personnel;

- c) Shall attend lectures - practicals, examination (evaluation) to evaluate the performance of teachers, as well as the assessment and testing and the process as a whole;
- d) Shall check the operation of the library and compliance with the program of implementation of the Book Fund;
- e) Shall monitor website;
- f) Shall supervise the process of self-development and qualification improvement of vocational teachers and administrative staff;
- g) Shall develop self-assessment reports and self-assessment questionnaires;
- h) Shall monitor eligibility criteria and develop recommendations in case of deficiencies identified;
- i) Shall coordinate the processes of authorization, reauthorization, addition or change of program.
- j) Shall prepare annual reports on implementation of the action plan, notes, shortcomings, strengths and weaknesses and recommendations based on analysis.

Article 13. Specialist of Quality Assurance Office

1. The Quality Assurance Office may also have a Specialist(s) appointed and dismissed by the Director .
2. Specialist of the Quality Assurance Office:
 - a) Shall fulfill the instructions and assignments given by the Head
 - b) Shall provide technical support;
 - c) Shall provide evidence gathering to verify the cycle "Check" as scheduled by the Head;
 - d) Shall provide materials necessary for conducting surveys by the Head of the Office and organize this process;
 - e) Shall organize the process of requesting and collecting information from relevant departments to complete self-assessment questionnaire and report;
 - f) Shall monitor the process of proper dissemination of information on current changes in the institution, etc.

Chapter VI Teacher Corps

Article 14. Vocational Teacher

1. A Vocational Education Teacher may be a higher education graduate, a holder of level IV or V qualification of vocational education, or a person having at least 3 years of work experience in the respective occupation (according to the Georgian Legislation).
2. Additional requirements are established by the institution: at least 5 (3+2) years of work experience in the respective occupation, mentoring / teaching experience, 6 months of working experience in senior management position preferred.
3. The Head of the Training Department shall submit a candidate for the position of vocational education teacher to the Director for review.
4. The Director shall sign an employment or service contract with the vocational teacher on behalf of the institution, and for the first time the term of the contract can be agreed depending on the duration of the module.

Article 15. Duties of Vocational Education Teacher

Vocational Teacher shall:

- a) Implement vocational educational program developed and approved by College on the basis of professional standard and framework document in accordance with the programme annex – modules and calendar plan developed by Training Department with participation of the vocational teacher;
- b) Observe the calendar plan during lectures-classes and ensure the achievement of the results provided by the module;

- c) Maintain records of the vocational teacher and student portfolio in a timely and efficient manner;
- d) Follow protocols, guidelines (formal and informal) developed by the College;
- e) Record the amount of consumables used in the simulation room when implementing the module;
- f) Observe the work of the vocational student in the prescribed manner and make relevant records on a timely basis in accordance with the rules established by the module.
- g) Properly evaluate the work done during the study period, contact hours and independent work hours, assist in practical work, identify weaknesses and make reasoned recommendations.
- h) Support and instruct vocational students, both individually and in groups, using a variety of methods (lecture, discussion, demonstration).
- i) Plan and adjust the activities (instruction, demonstration, contact hours) of the vocational student so that the student can freely observe, investigate and ask questions.
- j) Adapt training material and approach to the needs and interests of vocational students.
- k) Prepare, administer, and evaluate tests and exam tools. Agree them with the Training Department and Quality Assurance Office of the institution.
- l) Observe and evaluate student performance, behavior, social development.
- m) Give recommendations and advice to encourage students to widen vision span.
- n) Keep in close touch with the Training Department and discuss all matters regarding vocational student as well as academic performance and regression.
- o) Attend meetings, seminars and conferences planned by the College and / or external initiators, as well as all events that will contribute to the development of a vocational teacher.
- p) Outside the curriculum, plan activities that enhance the vocational student's professional and social vision.
- q) Follow and comply with the terms and conditions of the employment / service contract, Internal Regulations and rules governing activities of the institution.

Article 16. Rules of Conduct for Vocational Teachers

The institution shall recognize and guarantee professional freedom of vocational teachers, but the vocational teacher shall:

- a) Comply with any and all legislative and administrative requirements, internal regulations of the institution and orders of the Director,
- b) Avoid situations that may cause direct or indirect damage to reputation and reliability of the College,
- c) Vocational teachers shall not solicit or accept additional remuneration, gratuity and / or valuable gifts in the course of their official duties.
- d) Keep confidential and not disclose the personal and / or commercial information obtained during his/her employment.
- e) The vocational teacher shall not carry out an activity that contradicts the interests of the college and / or impedes the learning process.

Article 17. Dismissal of Vocational Education Teacher

1. A vocational teacher is dismissed by the director or according to the same procedure (as appointment).

2. Employment /working relationship with the vocational teacher can be terminated:

- a) due to the expiration of the appointment/ contract not requiring issuance of additional acts;
- b) at the will of either party (application and / or bilateral agreement) before the expiration of the appointment/ contract,

- c) at the initiative of administration due to negative outcomes constantly obtained as a result of monitoring and surveys conducted by the Quality Assurance Office and violation of the terms and conditions of employment / service contract, Articles 14 and 15 of these regulations, official instruction and other conditions of labor regulations,
- d) at the will of Vocational Education Teacher – if s/he is asked to systematically violate the contract, have unprofessional and negligent attitude towards learning process and vocational students, mistreat, discriminate and commit acts incompatible with the teaching ethics.

Article 18. Teacher Corps Monitoring and its Results

1. The College reserves the right to, subject to the protection of dignity and honor, monitor activities of the vocational teacher on the territory of both the College and the clinical bases in order to ensure and improve the quality of teaching and learning.
2. Monitoring shall be carried out by Internal Monitoring and Support Group and Quality Assurance Office of the College.
3. Monitoring of teacher performance can be carried out by Internal Monitoring and Support Group, during module implementation, to examine both the actual circumstances of the implementation of the calendar plan and the conformity of the methods and means of providing information by the teacher to the possibility of achieving results provided by the subject matter and module, also the use and appropriateness of all necessary and mandatory assessment tools provided by the teacher.
4. Monitoring of vocational teacher performance carried out by Internal Monitoring and Support Group shall not be punitive, unless there has been a severe violation of the vocational educational program by the teacher and the vocational teacher has not accepted recommendations of the Head of Training Department and/or Quality Assurance Office for rectification, and/or has committed acts incompatible with the teaching ethics. Moreover, the purpose of such monitoring is to introduce and support the program and its implementation principles.
5. Monitoring by the Internal Monitoring and Support Group involves analyzing results of the surveys at various levels, which will serve as a basis for application of incentives and / or disciplinary action against the teacher, and in extreme cases - dismissal (collectively - negative results of surveys, student achievements and process monitoring).

Chapter VII Library

Article 19. Library- Structural Unit

1. The College library is a structural unit, which performs educational, information and training tasks, actively contributes to the training of qualified specialists, the provision high-quality learning process, the organization of library and information work. Library can be used by teachers, students and administrative personnel. The library is an integral part of the educational process.
2. The library fulfills its functions in accordance with the Library legislation, College regulations, Director's orders and the present rules;
3. Bibliographical fund contains printed editions (textbooks, auxiliary and methodological literature) and Electronic Book Fund;
4. All vocational students, teachers and college staff shall have equal access to the book fund, electronic databases, material and technical resources and news sources of the library;

5. The library assists vocational education teachers and vocational students to search out their information needs. Provides resources that enhance their subject knowledge and improve teaching approaches;
6. For vocational students, the library is an open, free, friendly educational center where they can work, do assignments, obtain and use information.
7. Library is open Monday through Friday, from 10:00 till 17:00.
8. Library is closed on weekends and holidays specified by the College Regulations.

Article 20. Objectives and Basic Functions of the Library

1. The main purpose of the library is to provide information on the educational process using modern forms and methods of library services.
2. The functions of the library are as follows:
 - a) To create/organize library fund;
 - b) To create electronic and / or printed catalogue of the library fund;
 - c) To systematically update the library fund with Georgian and foreign publications;
 - d) To protect the library fund and ensure universal access;
 - e) To provide full and prompt support for the learning process through the library service;
 - f) To coordinate library activity in accordance with the legislation;
 - g) In case of breach of Library rules, to apply to the college administration to take appropriate actions.

Article 21. Library Management

1. The Head of the library is responsible for proper functioning of the library, development /implementation of library services with the involvement of other structural units of the College.
2. The Head of the library is appointed and dismissed by the Director.
3. The functions of the librarian are as follows:
 - a) To administer every day operation of the library;
 - b) To receive printed and electronic materials for processing and cataloguing purposes;
 - c) To organize activities related to the operation of the library;
 - d) To take care of the protection and purposeful use of material and technical base;
 - e) To implement appropriate measures in cooperation with the administration: in order to improve the material and technical base of the library, protect the library fund and to create the necessary conditions for readers;
 - f) To bring the matter of measures to improve the efficiency of the library to the attention of college management;
 - g) To regularly provide College Administration with information on the situation in the library;
 - h) To search out / collect information on existing and / or new publications in the library fund of mandatory and supporting literature (availability, absence, most in-demand, condition / number of copies) for the Training Department and Quality Assurance Office;
 - i) To implement recommendations specified in the annual reports of the Quality Assurance Office, to eliminate gaps, in the case of their absence, to maintain/develop the existing situation.

Article 22. Rules for Using Library

1. A college student is automatically granted access to the college library.
2. The library user has the right to:

- a) Receive complete information on materials kept in library, search out information in the printed or electronic catalogue of the library;
 - b) Use the library funds and material and technical base of the library to obtain relevant information and other materials.
- 3.The library user shall:
- a) Present personal identification card while entering the library;
 - b) Observe silence, order, the rules of social behavior and hygiene;
 - c) Take care of the library property;
 - d) To inspect the study material upon receipt and, if a defect is found, to report immediately. Otherwise, the responsibility for the study material rests with the library user;
- 4.College vocational students, vocational education teachers and College staff are required to learn how to use the library and to comply with library requirements.
- 5.The library user shall not:
- a) Withdraw material from the library without the approval of the Librarian;
 - b) Smoking or bringing food and Cell phone use is not allowed in the Library.
 - c) Steal, damage, mark up, fold down, scratch, tear out, etc. any library item.
 - d) Format electronic materials or otherwise damage the library fund;
 - e) Forward material from electronic databases of the library to another electronic database and / or use for non-instructional purposes.
- 6.Violation of the rules set forth in paragraph 5 shall result in verbal warning, and if the user repeats the same offense, s/he has to leave the library;
- 7.The College Administration shall have the right to take measures as set forth by rules and regulations of the College against those who break the rules for using Library and / or cause damage to library property;
- 8.Persons, whose student status is suspended/terminated, shall be deprived of their right to use library resources.
- 9.Library item may not be withdrawn if only one copy is left in the reserve. Such training material can only be used within the library;
10. The library user is entitled to take out the study material for the period of 5 working days;
11. The training materials designated for lecture by vocational teacher and daily use by vocational students may only be withdrawn for 24 hours;
12. It is prohibited to issue more than one copy of the same training material to same user;
13. The training material should be returned in due course.
14. If the library user fails to return the material to the library in a timely manner for any reason, the College administration shall be notified of the reason for such failure;
15. The librarian may request the library user to return the study material ahead of time. In this case the reader is obliged to return it within 24 hours from the receipt of the notice.
16. In case of losing the book, the reader will be imposed the liability to replace the lost book by its copy.
17. Computer equipment and internet access is provided for informational and educational purposes. First of all, they are intended for catalog searching and obtaining additional materials for educational purposes, as well as for use of e-mail;
18. When using library computer, it is prohibited to use various entertainment websites, download movies, music, games ,etc., change the computer configuration, install malicious software;
19. In case of hardware failure, the defect shall not be self-corrected.

Article 23. Finance Office- Structural Unit

1. Finance Office is a structural unit of the College.
2. Finance Office shall be headed by Head appointed and dismissed by the Director.
3. Functions of the Finance Office are as follows:
 - a) To develop financial and accounting policies of the College;
 - b) To do managerial accounting;
 - c) To prepare an annual budget, to monitor and adjust its execution;
 - d) To allocate funds for procurement and determine their financial feasibility;
 - e) To perform financial requirements analysis and determine feasibility;
 - f) To perform accounting - analysis of financial income and expense;
 - g) To collect, analyze and provide Administration with information on student debts and financial obligations of individuals and legal entities;
 - h) To organize the implementation of activities related to accounting and taxation prescribed by law;
 - i) To assess and identify expected risks and inform administration members about the opportunities to overcome and eliminate them;
 - j) To represent the college before governmental structural units including the Ministry of Finance of Georgia;
 - k) To appoint an authorized representative of the College in case of inquiries/inspection or other tax / financial requests by government, tax and audit authorities.

Article 24. Head of Finance Office

1. Finance Office shall be headed by Head appointed and dismissed by the Director.
2. The Head of the Office is accountable to the Director and the Founder,
3. The Head has the right to perform official duties personally or invite competent third parties in agreement with the Director, however, the Head is personally responsible for all actions taken by the Office.
4. The Finance Office has Chief Accountant appointed and dismissed by the College Director upon and/or without nomination by the Head of the Office.
5. In case of absence of a Head and / or vacancy, the Chief Accountant shall be responsible for proper operation and performance of the Office, including the implementation of all the functions specified in Article 23.

Article 25. Chief Accountant

1. Chief Accountant shall:
 - a) Perform financial reporting, inventory and accounting of the College;
 - b) Do managerial accounting;
 - c) Make payments to the state as well as to other institutions, college staff, etc.
 - d) Give salaries to administrative and teaching personnel;
 - e) Provide funds for procurement;
 - f) Make utility payments (lease, electricity, telephone, natural gas, equipment, etc.); in a timely manner;
 - g) Perform accounting for financial income;
 - h) Provide information about persons having financial obligations to the management;
 - i) Act as representative before tax and other financial institutions of the country;
 - j) Prepare documentation to make payments to employees and third parties.

Chapter IX Records Management

Article 26. Documentation Division

1. Human Resources Management and Documentation Division (hereinafter referred to as the Division) is established for the purpose of effective record keeping and regulation of personnel issues of the College.
2. The Division shall be managed by Head appointed and dismissed by the Director.
3. The Division shall carry out activities in compliance with the applicable legislation of Georgia and internal regulations of the College;
4. Functions of the Division are as follows:
 - a) To check and register documents and letters received;
 - b) To distribute applications and letters for intended purposes;
 - c) To register and maintain college legal acts;
 - d) To request necessary references and certificates from structural units;
 - e) To provide necessary documentation for the appointment, transfer to another position and dismissal of all categories of personnel (pedagogical, administrative, supportive) (amendment - Order N15 as of 02.06.2016 of the Director);
 - f) To carry out, maintain personal records of personnel in accordance with established rules;
 - g) To prepare and submit draft orders on personnel issues (hiring, firing, transfer, awarding, disciplinary responsibility, issuance of various certificates, etc.);
 - h) Not carry out any activity that contradicts the Georgian Legislation, Statute of College and these Regulations.