

Official Instruction – Regulation
Of
Avicenna International Community
College LLC

Tbilisi 2018

Article 1. General provisions

1. The official Instruction-Regulation (hereinafter the Regulation) of Avicenna International Community College LLC (hereinafter the institution) determines the competences and rights and responsibilities of management bodies and structural units.

Article 2. The structure of Avicenna International Community College LLC

(Administrative staff)

2.1. Management bodies of the institution:

2.1.1. Partners' Meeting;

2.1.2. Director;

2.1.3. Deputy director

2.2. Structural units of the institution:

a) Quality Assurance Service;

The Quality Assurance Service is presented as the Quality Assurance Manager.

b) Legal service;

The juridical service is represented as a lawyer.

c) Training Process Management Service;

Training Process Management Service is presented as Training Process Management Manager.

d) Case Proceedings Service;

Case Proceedings Service is represented as a manager of Case Proceedings Service.

e) Public Relations Office;

Public Relations Office is represented as Public Relations Manager.

f) Financial Service;

The financial service is represented by the accountant.

g) Library;

The library is presented as a librarian.

h) Technical Maintenance Service;

The Technical Maintenance Service is presented as an IT Manager.

i) Medical cabinet;

The medical cabinet is presented as a nurse.

j) Safety - Security and Cleaning Service;

Safety - Security and Cleaning Service is presented as a worker/workers of Security-Safety service and staff of Cleaning Service

k) Student Service

Student service is represented as a student service manager.

Article 3. Meeting of Partners

3.1. Competences of **Partners' meeting** of Avicenna International Community College LLC, the rules of inviting partners' meeting and activity shall be determined by the acting legislation and the institution's charter.

Article 4. Director

4.1. The institution is headed by the Director, who is authorized to represent the institution.

4.2. The Director shall be appointed by the Institution's Partners' Meeting.

4.3. The Director shall act in accordance with the provisions of the Law of Georgia on Vocational Education and the Law of Georgia on Entrepreneurs, the Statute of the Institution, the decisions of this Provision and Partners.

4.4. The Director represents the institution in relation to the third party in which it operates on the basis of the applicable legislation and internal normative acts of the institution.

4.5. Within the scope of his / her competence, the Director shall make appropriate decisions on the educational and entrepreneurial activities of the institution.

4.6. On the basis of the recommendation of the Quality Assurance Manager, the Director approves the Vocational Education Programs and the Education Evaluation System.

4.7. The Director shall participate in the elaboration of the vision, mission and values of the institution, approve the internal legal acts necessary for the conduct of the institution in accordance with the applicable legislation, approves the one-year development and six-year strategic plans of the institution development, concludes transactions (treaties, memorandums, mutual agreement acts) and make decisions on other matters envisaged by the applicable legislation, charter and present provisions.

4.8 The Director shall sign a document certifying the qualification of the vocational education of a certain form - a professional diploma;

4.9. The Director conducts agreements with the administrative staff of the institution, professional education teachers and vocational students / their representatives.

4.10. The Director establishes international educational and commercial links.

4.11. On the basis of the presentation of the Quality Assurance Manager, the Director shall ensure (assigns the Deputy Director) the acquisition of materials and raw materials used in the educational process; The Director shall ensure the control over the implementation of the relevant rules of the applicable legislation of waste disposal generated in the learning process and he/she shall be responsible for the possible consequences of the process.

4.12. On the basis of his/her own initiative or on the basis of the recommendation of quality assurance manager, the director of the institution addresses the institution's Meeting of Partners in order to add vocational education programs / programs. The meeting in turn takes a decision on the addition of a new vocational education program. Based on this decision, the Director shall issue a decree, due to which he/she directs the quality assurance manager to adapt to the vocational education program.

4.13. Regarding the adapted professional program, on the basis of the recommendation made by Quality Assurance Manager, the Director shall issue a decree on the application of the LEPL National Center for Educational Quality Enhancement with the relevant application..

4.14. Decision on the changes in the professional program shall be made by the director of the institution on the basis of the program presented by the Quality Assurance Manager.

4.15. The Director shall issue a decree on the implementation of the amendments to the Vocational Program, after which the National Center for Educational Quality Enhancement will be informed about the amendments;

4.16. The Director together with the Quality Assurance Manager of the institution shall conduct the selection of a candidate of the professional teacher.

4.17. In order to evaluate the quality of professional programs, the Director creates an internal support group and approves its action plan.

4.18. Quality assurance manager approves an individual curriculum based on the submission.

4.19. The director must be in charge of supervision of the medicines in the medical office with the nurse of the institution.

4.20. The Director of the institution carries out the other authorizations, envisaged by the applicable legislation, statute and internal legal acts.

Article 5. Quality Assurance Manager

5.1. Quality Assurance Manager carries out measures to develop and update system quality evaluation, teaching methods and resources, as well as systematic assessment of quality of personnel.

5.2. He/she promotes a high level of teaching quality through the introduction of modern methods of learning, teaching and evaluation, through their systematic assessment and continuous development.

5.3. As a result of evaluation of the educational program, Quality Assurance Manager will develop recommendations and appropriate action plan for further development of educational programs, examines the recommendations of sectoral documents and the national qualification framework.

5.4. Develops and submits to the director the Principal Quality Assessment System and Questionnaire Forms for Approval. He/she coordinates the development of calendar plans.

- 5.5. Periodically carries out vocational education programs and elaborates recommendations for their improvement.
- 5.6. Develops mechanisms for improvement of professional students' services and introduction of new approaches.
- 5.7. Provides observation on the course of the learning process, as well as studying, research and planning and implementation of the development activities.
- 5.8. Validates appraisal instruments and confirms their suitability with the appropriate signature.
- 5.9. On the basis of consultation with a vocational teacher, he/she submits to the director requirements for the procurement of materials and raw materials used in training process no later than 5 working days before commencement of the corresponding modules about the materials and raw materials purchased in the training process no later than 5 working days before the respective module starts.
- 5.10. He / she shall submit recommendation on the need to add a professional education program / programs to the director of institution.
- 5.11. Together with the vocational teacher of the professional vocational program and the head of vocational education program he/she implements the professional education program and submits it to the director of the institution.
- 5.12. Together with the vocational teacher of the professional vocational program and the head of vocational education program he/she implements vocational education program modifications and submits it to the director of the institution.
- 5.13. Together with the director of the institution he/she participates in the selection of a professional teacher candidate.
- 5.14. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.
- 5.15. Quality assurance manager should be a person with higher education with experience in the relevant field of this position.

Article 6. Training Process Management Manager

6.1. Training Process Management Manager performs the following functions:

6.1.1. Based on the approved Vocational Education Programs, he/she conducts monitoring of professional students' achievements and assessments within the defined timeframes.

6.1.2. According to the established form, he/she opens and continuously produces vocational studying cards of the institution.

6.1.3. Analyzes the assessment of vocational studies results and periodically informs the Director of the Institution for further reaction.

6.1.4. According to the results of the assessment, he/she defines the composition of the vocational students, who must pass the additional exams;

6.1.5. Signs the examination sheets.

6.1.6. Continually cooperates with professional teachers to explain the essence of the assessment system of their vocational student achievements and to exercise control over its performance.

6.1.7. Carries out vocational students' personal cases and after completion of vocational education program handles them to the case management manager.

6.1.8. Fills in graduates' professional diploma supplements (upon request).

7.1.9. Based on approved curriculum vocational education programs, he/she establishes training tables and submits them to the principal for approval.

6.1.10. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.

6.2. The training process management manager should be a person with higher education, with experience in working on this position in the educational institution.

Article 7. Case Management Manager

7.1. Case Management manager of the institution:

7.1.1. Produces registration of incoming and outgoing documents, provides document turnover and systematization of the institution.

7.1.2. Provides the delivery of documents via email and / or courier.

7.1.3. By the instruction of the director of the institution, he/she prepares answers to the letters and statements received; issues notices within the scope of his/her competence; registers protocols.

7.1.4. Organizes archival work; Supervises the Commission on the basis of the order of the Director for the purpose of conducting the evaluation expert examination.

7.1.5. If necessity, he/she organizes the meetings of the director of the institution.

7.1.6. Provides registration, preservation and archival of the institution defined by the "Uniform Rules for the Proceedings".

7.1.7. Carries out the personal affairs of the personnel of the institution.

7.1.8. Records the assignments of the Director of the institution and controls the fulfillment of the deadline.

7.1.9. Provides registration of strict accounting documents (professional diploma) and corresponding journalism.

7.1.10. Conducts work in the management system of vocational education institutions, namely the relevant registry.

7.1.11. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.

7.2. The case management manager should have higher education and experience in the relevant field of this position.

Article 8. Public Relations Manager

8.1. Public Relations Service Manager:

8.1.1. Prepares and publishes press releases.

8.1.2. Plans and implements PR campaigns.

8.1.3. He/she monitors the functioning of the web site.

8.1.4. Provides timely disclosure of information about implemented activities on the web site of the institution and / or other information carriers.

8.1.5. Implements organizational and presentations of implemented activities;

8.1.6. Organizes cultural events of vocational students and employees.

8.1.7. Provides information on vacant jobs for students and graduates on the website / information board;

8.1.8. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.

8.2. Public Relations Manager should be a person with higher education in the direction of humanitarian or social sciences and / or experience in the relevant field.

Article 9. Accountant

9.1. The accountant of the institution:

9.1.1. Prepares the acts of acceptance and delivery and interoperability acts.

9.1.2. Provides timely formalization of agricultural operations.

9.1.3. Conducts payment and registration of primary documents, as well as verification and payment.

9.1.4. Calculates salaries, prepare payroll statements.

9.1.5. Provides calculation of business trip, preparation of liability documents and payment requirements.

9.1.6. Conducts relationship with the bank.

9.1.7. Carries out the inventory of commodity-material values; Depreciation of the main means; Participation in inventory and submission of inventory results to the director.

9.1.8. Establishes the magazine -order statements, the annual balance sheet.

9.1.9. Carries out each quarter and annual financial report on expenses incurred within the current project of the institution.

9.1.10 Carries out working with audit annually and required financial documentation according to the request.

9.1.11. Carries out the relationship and reporting in the terms and conditions set forth in the obligation under the tax department.

9.1.12. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.

9.2. The accountant must be a person with higher education and experience of working on the relevant field.

Article 10. Lawyer

10.1. The lawyer's functions:

10.2. Preparation and registration of legal documentation projects

10.3. Preparation and signing the projects of agreements.

10.4. Preparation of legal documents required for correspondence with corresponding state structures in the field of education;

10.5. Inform the director of the institution about the amendments made in the Georgian legislation and relevant measures to be carried out in the institution.

10.6. Legal provision for the fulfillment of obligations and contracts of the institution..

10.7. Protection of the legitimate interests and rights of the institution in relations with third parties.

10.8. Preparation of proposals and projects on the implementation of relevant amendments and additions in the legal acts of the institution on the basis of consultation with other structural units.

10.9. Protection of the interests of the institution in the relations with the courts and other state and non-state agencies in consideration of legal matters.

10.10. Participation in the preparation of draft legal acts projects in the institution.

10.11. Provide relevant legal consultations and prepare conclusions regarding legal issues raised in the activity of the institution.

10.12. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.

10.2. The lawyer should be a person with higher legal education, with more than 1 year experience working on this position in the educational institution.

Article 11. Librarian

11.1. .The Librarian provides the uninterrupted implementation of the institution 's educational activities, the aim of which is to provide the personnel and professional students of the institution with relevant books and electronic resources

11.2. Librarian:

11.2.1. Conducts library activities.

11.2.2. Is responsible for the protection and use of library property.

11.2.3. Carries out appropriate measures to improve the material-technical base of the library, protect the library fund, and create the necessary conditions for readers.

11.2.4. Provides readers service with library bookstore, catalogs, cartoons and other types of information.

11.2.5. Provides the opening of the reader's formulas after the presentation of appropriate documentation.

11.2.6. Provides books processing according to the library's international standards.

11.2.7. Provides bookkeeping in electronic and paper catalogs.

11.2.8. Carries out the following types of registration journals:

a. Inventory book;

b. Total registration journal;

c. Library Blog.

11.2.9. Provides proper order in the library hall

11.2.10. The librarian will submit the report to the Director at the end of the academic year annually on the number of books purchased, libraries, distributed, damaged, repaired, and lost books.

11.2.11. On the basis of recommendations of the professional teachers, the librarian addresses the director of the establishment about the literature necessary for the educational process.

11.2.12. The librarian provides information about the newly acquired literature. The list of those literature is published in the library in a visible location.

12.2.13. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.

11.3. A library stamp is kept to the librarian (the library's seal is affixed on the booklet cover page and on the 17th page).

11.4. The librarian must be a person with relevant higher education with at least 3 years of experience working on this position.

Article 12. IT Manager

12.1. The duty of IT manager is to create appropriate learning and labor conditions for professional students and staff of the institution based on the use of information technologies, namely:

12.1.1. Establishment of computer network of the institution, maintain and optimal function.

12.1.2. Creation and development of information technology infrastructure.

12.1.3. Establish a common computer network of the institution, its management and systematic updating-enhancement, ensuring its security, installation of new applications for inclusion of new users.

12.1.4. Performance of the e-mail server of the institution and registration of new users, mailboxes protection and reservation. Configuring various mail programs to connect to the server; Unsafe removal (spam) protection; Statistical processing and visible interpretation of the mail server functionality.

12.1.5. Continuous operational update of the official website of the institution.

12.1.6. Installation of standard software for computer equipment of the institution, eradicating software violations, cleaning of viruses. Modernization and repair of computer equipment

12.1.7. Assistance to staff in preparation of appropriate equipment and electronic material for presentations.

12.1.8. Configuring network support for video conferencing, preparation of appropriate equipment and ensuring their functioning.

12.1.9. Participation in computer equipment inventory process;

12.1.10. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.

12.2. IT Manager should be a person with higher technical education with experience in the relevant field of this position.

Article 13. Nurse

13.1. The medical room of the institution is headed by nurse, who:

13.1.2. Provides any person in the territory of the institution with primary emergency services in case of necessity.

13.1.3. Provides the staff and professional students of the institution with free medical consultation.

13.1.4. Ensures implementation of other authorities for the purpose of fulfilling the functions and tasks imposed on him/her within the framework of the Georgian legislation.

13.1.5. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution, including fulfillment of other obligations under the mechanism of primary medical assistance.

13.2. The head of the medical room should be a nurse with a vocational education experience in the relevant field.

Article 14. Protection - Safety and Cleaning Service

14.1. Security - Safety and Cleaning Service is represented by a security-safety worker / employee and cleaning staff.

14.2. Security-safety workers are responsible for:

14.2.1. Safety of the buildings, separate stalls, rooms, corridors, bathrooms, as well as the perimeter of the institution located on the balance of the institution, inspection of exploitation,

Electricity Supply, Electricity Handling and Lighting, Water Supply, Water and Sewage Pipeline and Heating Work.

14.2.2. Implementation of appropriate security procedures.

14.2.3. To maintain peace and order in working and learning environment.

14.2.4. Assistance in displacement of persons with disabilities and with a special educational need in case of need.

14.2.5. Within the limits of his / her competence, he/she implements other obligations of the Director's other assignments and other obligations prescribed by the internal legal regulations of the institution.

14.3. Issues that are not specified in the present Regulation shall be regulated in accordance with the provisions of fire protection mechanisms.

14.4. Security workers should have experience in the relevant field of this position.

14.5. Cleaning staff is responsible for:

14.5.1. Maintaining cleanliness and sanitary-hygienic norms in the institution.

14.5.2. Within the scope of his/her competence to fulfill the requirements of the Director's other tasks and the internal regulations of the institution.

Article 15. Student Services Manager

15.1. The Student Services Manager implements the following functions:

15.1.1. On the basis of consultation of structural units of the institution, they will develop recommendations and implement support activities for the purpose of planning and improvement of academic achievements..

15.1.2. As soon as the start of the study, he/she provides professional students with information on their rights / liabilities and opportunities for supporting / assistance of vocational students in the facility.

15.1.3. Encourages professional students (cultural, sports, cognitive and other activities) and support their initiatives.

15.1.4. Provides information and other events / activities related to employment of vocational students and their career planning.

15.1.5. Creates the employers' base and constantly provides professional students and graduates with updated information on job opportunities / vacancies.

15.1.6. Periodically conducts research on employment of vocational students and graduates and provides research results to quality assurance manager.

15.1.7. Within the scope of his/her competence to fulfill the requirements of the Director's other tasks and the internal regulations of the institution.

15.2. The student services manager should be a person with relevant experience in the field of civil and youth activities that may be a student of higher education institution.

16. Final provisions

16.1. In assessing relevant experiences, the director of the institution is authorized to be guided by the Autobiography / CV of a person when appointing him/her in a structural unit envisaged by this provision.

16.2. Changes and additions to this provision shall be carried out on the basis of the order of the director of the institution