

*Approved by Resolution #23/5 of April 4, 2018
of the Council of Representatives
of LEPL- Tbilisi State Medical University*

Department of Infrastructure of LEPL-Tbilisi State Medical University

Chapter I

General Provisions

Article 1

Department of Infrastructure of Tbilisi State Medical University (hereinafter "Department") is a structural unit of LEPL Tbilisi State Medical University (hereinafter "University").

Article 2

This Provision defines the status, structure, authority, accountability and other relationships related to the Department of Infrastructure of Tbilisi State Medical University.

Article 3

The Department is guided by the constitution of Georgia, the laws of Georgia, other subordinate and normative acts, legal acts of the Rector and the Head of the Administration (Chancellor), the University Statute and this Provision;

Article 4

The Department, executing its functions and legal powers, represents the University.

Article 5

The Department is accountable to the Head of Administration (Chancellor) who performs the service supervision in accordance with the legislation and is also accountable to the Rector and other structural units (officials) according to the University Provisions and Internal Regulations.

Chapter II

Functions and Authorities of the Department

Article 6

The Functions of the Department are:

- a) Registration, inventory checking and maintenance of the university real property belongings, such as buildings, land plots and other property values;
- b) To carry out relevant projects for the maintenance of the university buildings and material-technical base;
- c) To control the requirements of quality of on-going building maintenance works at the University according to the University Agreement and to control cost estimates related to those works;
- d) To organize cleaning and tidying of the University buildings;
- e) To organize maintenance and care of technical facilities of the University;
- f) To organize university car park management;

- g) To organize provision of the University buildings with water, gas and electricity and to control the expenditure of the resources;
- h) To provide the service and management of the University's biomedical equipment;
- i) To fulfill other responsibilities granted by the Rector and the Head of the Administration (Chancellor) on the basis of legislation, and perform instructions and specific tasks directed by the Rector and the Head of the Administration (Chancellor).

2. The Department is authorized to:

- a) Prepare and submit infrastructure projects of the university's basic educational and structural units to the university administration, in order to improve infrastructure and material resources of the university;
- b) In the process of consideration and resolution of specific issues, to demand necessary information and / or necessary data, in order to coordinate and manage the university infrastructure development measures, and also to invite all the directors of the basic educational and structural units of the University and / or other employees from relevant spheres to give appropriate directions;
- c) To prepare and submit relevant legal acts for approval, to manage the University material resources effectively, in accordance with the legislation;
- d) Exercise other powers granted by the Rector and Head of the Administration (Chancellor) on the basis of the legislation, as well as the instructions of the Rector and the Head of the Administration and other specific assignments;

Chapter III

Structure of the Department

Article 7

The Department consists of the following subdivisions:

- 1. Construction-Engineering Subdivision;
- 2. Operations and Technical Subdivision;
- 3. Equipment Service and Maintenance Subdivision;
- 4. Logistics Subdivision;
- 5. Warehouse Subdivision;

Article 8

Construction Engineering Subdivision:

- A) Organizes construction and engineering activities at the university;
- B) Inspects and controls compliance of quality requirements of the university construction, planning, and repair processes, within the limits of competences;
- C) Carries out control over the actual amount/capacity of the university's construction, planning, and repair work to be adequate with the amount defined in the Agreement;
- D) Prepares and is responsible for all the construction-related documentations, within the scope of competence;
- E) Presents the university when interacting with third parties, within the competences granted by the university;
- F) In order to eradicate mistakes related to the registration of real estate, the subdivision is to study all the details of the issues at the university's basic educational and structural units, on the basis of which will develop specific proposals under appropriate rules and submit them to the management to be analyzed;

Article 9

Operation and Technical Subdivision:

- A) Provides the University's power supply, heating-conditioning, water supply, sewerage, fire safety systems and lifts;
- B) Inspects on-going construction and repair work in the context of relevant quality requirements, within the limits of competence;
- C) Carries out control over the actual amount of the university's construction, planning, and repair work to be adequate with the amount defined in the Agreement, within the limits of competence;
- D) Organizes processes related to the purchase and renewal of inventory provided by the relevant norms of fire protection systems;
- E) Provides small-scale construction and repair works (electrical, joinery, sanitary, painting etc.) in the buildings existing on the University Balance Sheet;
- F) With the purpose of uninterrupted functioning of lifts, power supply, water supply, sewerage and fire prevention systems, presents the university when interacting with third parties, within the competences granted by the university;
- G) Ensures continuous operation of a secondary power source (generator) and runs fuel consumption calculation;
- H) The subdivision operates high voltage substations, which are on the Balance Sheet of the University and is responsible for their maintenance;
- I) Participates, and is responsible for technical preparation, and organization of various events at the university, within the limits of competence;
- J) Ensures continuous operation of telephone networks;
- K) In order to ensure uninterrupted operation of the university, prepares and presents applications to the appropriate structural units to purchase appropriate goods and equipment and to conduct state purchasing according to established rules;

Article 10

Equipment Service and Maintenance Subdivision:

- A) Carries out maintenance of the university's bio-medical equipment;
- B) Participates in the process of planning, procurement and inspection of equipment requirements;
- C) Carries out installation, maintenance and monitoring of the bio-medical equipment owned by the University, within the limits of competence;
- D) Participates in preparing Inventory report of Bio-Medical Equipment owned by the University, within the limits of competence;

Article 11

Logistics Subdivision:

- A) Provides maintenance, cleaning and timely removal of wastes off the buildings and territory of the University;
- B) Supervises the process of disinfection-deratization and disinfection;
- C) Provides and is responsible for maintenance and management of facilities;
- D) Provides the functionality of the University car parking system;
- E) Participates and is responsible for preparation of various activities at the University, within the limits of competence;

- F) Prepares and submits the application to the appropriate institutional units in order to carry out state procurement for the purchase of appropriate goods and equipment to ensure uninterrupted activity of the University;
- G) Ensures proper functioning of eating facilities located at the university;

Article 12

Warehouse Subdivision:

- A) Ensures and is responsible for the registration of inventory of the obtained goods by the warehouse in accordance with the established procedure;
- B) Ensures removal of goods from the warehouse, on the basis of university employees' demands, within the limits of competences;
- C) is responsible for the proper storage of goods in the warehouse;

Chapter IV

Directors and Employees of the Department

Article 13

1. The Department is managed by the head of the department, who is appointed and dismissed from the service by the Head of the Administration (Chancellor) and the Rector, according to the procedure established by law;
2. The Head of the Department is accountable to the Rector and the Head of the Administration (Chancellor);
3. Head of the Department:
 - A) Manages and directs the activities of the Department;
 - B) Presents the Department by carrying out the tasks and powers defined by this Provision and is responsible for their performance, and he/she monitors the tasks and responsibilities defined by this Provision;
 - C) Distributes duties among the employees of the Department, giving them instructions and assignments;
 - D) Supervises and monitors the process of construction engineering activities, participates in processes related to the acceptance of construction works;
 - E) Maintains control over defective acts and cost estimates;
 - F) Analyzes and responds to the incoming, as well as outgoing correspondence which is prepared by the Department, within the scope of competence;
 - G) Head of the Department analyzes the state of the material and technical resources of the university and carries out evaluation;
Periodically reviews daily task activity reports of the Department employees;
 - H) Monitors control over the performance of the duties imposed on the personnel of the Department;
 - I) Submits proposals to the University Administration on promoting the Department employees and / or imposing disciplinary liability on them;
 - J) Submits proposals to the University Administration on the regulations of the Department, human resources, working activity designs, measures for raising qualification of the Department personnel and issues on retraining the employees of the Department within the limits of competence;

- K) Carries out other powers granted by the Rector and the Head of the Administration (Chancellor) in accordance with the active legislation;
- L) Ensures the fulfillment of the instructions and tasks of the Rector and the Head of Administration (Chancellor) by the Department staff;
- 4. If the head of the Department is unable to perform his / her official duties, his duties are fulfilled by the Deputy Head of the Department;

Article 14

- 1. The head of the Department has a Deputy. The Deputy is presented by the Head of the Administration (Chancellor) and appointed and dismissed by the Rector in the manner prescribed by law.
- 2. Deputy Head of Department:
 - A) The performance of functions and powers of the Department is provided by Deputy Head of Department together with the Head of the Department;
 - B) Supervises and controls fulfillment of the obligations imposed on the personnel of the Department, within the limits of competence;
 - C) Distributes functions among the Department personnel, gives them directions and tasks, within the limits of competence;
 - D) Reviews and responds to the incoming correspondence and monitors the correspondence prepared by the Department, within the limits of competence;
 - E) Authorizes all the documents prepared in the Department, within the limits of competence;
 - F) Deputy Head of Department is liable to propose promotion issues and / or disciplinary responsibility aspects of the Department's personnel to the Head of the Department;
 - G) Deputy Head of Department ensures the Rector's, the Head of the Administration (Chancellor) and the Head of the Department assignments and tasks to be fulfilled by the Department personnel;
- 3. Deputy Head of the Department is accountable to the Rector, Head of the Administration (Chancellor) and Head of the Department on fulfillment of the obligations imposed on the Department;

Article 15

- 1. The subdivisions (Sub-departments / Economic Units) of the department is headed by the Head of Sub-departments / Economic Units, who is presented by the Head of the Administration (Chancellor) and appointed and dismissed by the Rector in the manner prescribed by law;
- 2. The Head of the Sub-departments / Economic Units:
 - A) Manages the activities of the Sub-departments / Economic Units;
 - B) Distributes rights and obligations among the personnel of the Sub-departments / Economic Units and organizes the Sub-departments / Economic Units activities;
 - C) Distributes incoming documents, reviews and responds to the relevant correspondence prepared in the Sub-departments / Economic Units;
 - D) Controls and ensures fulfillment of directions and tasks given by the Rector, the Head of the Administration (Chancellor), and Head of the Department;
 - E) Controls the discipline of the Sub-departments / Economic Units personnel;
 - F) accomplishes specific orders and instructions of the Rector, the Head of the Administration (Chancellor), the Head of the Department, and Deputy Head of the Department;
- 3. The Head of the Sub-departments / Economic Units is accountable to the Head of the main Department and his / her deputy to accomplish all the responsibilities;

Article 16

1. Employees in the subdivision of the Department (Sub-departments / Economic Units) are:
 - A) Deputy Heads of the Department, who are presented by the Head of the Administration (Chancellor) and appointed and dismissed by the Rector;
 - B) Chief Specialists, who are appointed and dismissed by the Rector, in the manner prescribed by law;
 - C) Senior Specialists, who are appointed and dismissed by the Rector, in the manner prescribed by law;
 - D) Specialists, who are appointed and dismissed by the Rector, as prescribed by the procedure;
 - E) Drivers, who are appointed and dismissed by the Rector;
 - F) Senior technicians, who are appointed and dismissed by the Rector, as prescribed by the procedure;
 - G) Technicians, who are appointed and dismissed by the Rector, as prescribed by the procedure;
2. The rights and obligations of the employees of the Department shall be determined by this Provision, by Official Instructions and the Legislation of the Republic of Georgia;
3. The number of personnel of the Department is determined by the University personnel schedule, approved by the Representative Board;

Chapter V Final Provisions

Article 17

1. The Provision of the Department is approved by the University Representative Board.
2. Amendments to the Provisions of the Department are made by the Representative Board, as prescribed by the legislation;
3. "The Provision of the LEPL Tbilisi State Medical University Infrastructure Department" approved by the Decree # 23/3 of March 7, 2018 of the TSMU Representative Board shall be terminated by this Provision;
4. The Provision shall be valid immediately after the approval;