



## Contents

1. GeneralRegulations	3
2. Aimof the Office	3
3. OfficeFunctions	3
4. Officestructure	3
5. Headof Office	3
6. SecurityOfficers	4
7. FinalRegulations	5

## 1. General Regulations

1.1. This Regulation defines the authority, accountability and regulatory issues of the Academic Process Management Office (hereinafter referred to as the \_\_\_\_\_ of the \_\_\_\_\_)

1.14.7. Ensure the agreed and coordinated work of the Office with the law enforcement bodies of Georgia in agreement with the President and the Senior Vice President of the University;

- 1.16.8. Monitoring the constant condition of firefighting equipment, **in** particular fire hydrants, fire extinguishers and other fire-fighting equipment;
- 1.16.9. Controlling outdoor and indoor lighting of the university territory and timely response in case of deficiencies;
- 1.16.10. If necessary on the instructions of the head, the rooms, storage rooms, etc. located in the university buildings. Sealing;
- 1.16.11. Detection of facts of violation of the requirements of the internal regulations and **legislation** by the **staff, students** and outsiders of the University and providing **correct** and complete information to the **head** of the office;