



Case management Rule

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The Rector of the Georgian
Aviation University, Professor

_____ S. Tepnadze
_____ 2017

Rules of Procedure

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I. Changes

Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

Compiled by:	Approved:
Quality Assurance Service	Rector
Date:	Date:

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2. Document Control Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these rules and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the rules that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy

2.1 List of documents to be sent:

Organization	format	Copy number
Department of Administration	Print	Original copy
Department of Administration	Electronic	Electronic version
Quality Assurance Service	Electronic	Electronic version
University Website	Electronic	Electronic version



3 The Main Part

Article 1: General provisions

1. These Regulations define the procedure of office management at the Georgian Aviation University (hereinafter referred to as the University).
2. The work rules defined in this document are binding for all employees. Employees are responsible for keeping official documents and protecting the information contained therein.
3. Case management, including access to public information, is provided by the University Administration Department (hereinafter - the Department). 4. The Department is responsible for:
 - 4.1. Accounting for incoming and outgoing correspondence, rector's orders, contracts and internal documentation of the university;
 - 4.2. transmission of incoming correspondence to the persons concerned;
 - 4.3. Control of replies to incoming correspondence;
 - 4.4. Sending of past correspondence;
 - 4.5. Archiving of documents;
 - 4.6. Organization of personal records of university staff.

Article 2. Recording of documents

1. The following types of journals are available for registering documents with the university:
 - 1.1. Online correspondence;
 - 1.2. Past correspondence;
 - 1.3. Employment contracts;
 - 1.4. Other contracts;
 - 1.5. Orders of the Rector;
 - 1.6. Internal documentation;
 - 1.7. Diplomas (Professional, Bachelor, Master, Doctor).
2. The registration number and date of the document shall be indicated in the documentation to be kept in the journal.
3. The registration number of the document consists of the corresponding serial number and the last two digits of the current year, separated by a fractional line.
4. Documents registered under this rule are placed in folders identified according to their types.

Article 3: Registration of incoming correspondence and delivery to the addressee

1. Correspondence received by the Department is received and registered by an authorized person on working days, during working hours.
2. The registration document of the submitted documents shall indicate (Annex 1):
 - 2.1. The registration number and date of the incoming correspondence;
 - 2.2. The applicant's identity;
 - 2.3. Title and content of correspondence;

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2.4. Executor;

2.5. Executor's signature.

3. Pursuant to this Rule, the following shall not be registered: statistical collections, books, brochures, booklets, newspapers, magazines, and other periodicals, advertising announcements, greeting cards, and invitation cards.

4. Incoming correspondence should include the registration number of the document and the date of entry.

5. The registered correspondence shall be submitted to the Rector on the day of entry, who shall appoint a structural unit or person responsible for correspondence, after which the correspondence shall be submitted to the relevant structural unit or person.

Article 4: Drawing up, registering and sending documents

1. The response to incoming correspondence as well as to other correspondence shall be prepared by the relevant structural unit or person of the University, who shall ensure the signature of the person authorized by him/her and submit the signed document to the Department.

2. Correspondence shall be accompanied by a copy to be approved by all persons whose competence includes the matter provided for in the correspondence. The presence of visas shall be verified by the person signing the document and the Department shall not be responsible for the content of the correspondence unless the matter referred to in the correspondence falls within its competence.

3. Past documents are recorded in the journal of past correspondence in which they are mentioned (Annex 2)

3.1. The registration number and date of the last correspondence;

3.2. Title and content of the document;

3.3. Identity of the recipient

3.4. Note.

4. The registration number of the document and the date of registration are specified in the previous documentation.

5. The document submitted to the Department will be handed over to the applicant, if necessary. Otherwise, the correspondence will be delivered to the post office as soon as possible.

Article 5: Registration of the employment contract

1. The contracts are registered in the Register of Contracts, which indicates (Annex 3):

1.1. The registration number of the contract;

1.2. Date of registration of the contract;

1.3. Employee's personality;

1.4. Term of validity of the contract.

2. The registration number of the document and the date of registration shall be indicated in the contract.

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Article 6: Contractual accounting

1. For the purposes of this article, treaties shall be interpreted as Financial agreements, procurement, and other types of contracts (other than employment contracts) as well as various types of memoranda.
2. The contracts referred to in paragraph 1 of the present article shall be registered in the journal in which they are indicated:
 - 2.1. The registration number of the contract;
 - 2.2. Date of registration of the contract;
 - 2.3. The subject of the agreement. 2.3;
 - 2.4. Term of the agreement.
3. The registration number of the document and the date of registration should be indicated in the agreement.

Article 7. Registration of the agreement concluded with the student

1. The agreement between the University and the student is concluded in electronic form under the special registration program for students (hereinafter - the program) developed by the University.
2. The program automatically assigns a registration number to the contract.
3. In the form of a contract, the signature of both an authorized person of the University and the student can be submitted electronically through the program.
4. In case of issuing a copy of the contract stipulated by this article, the contract shall be printed from the program and certified by the Office.

Article 8 - Recording the instructions of the Rector

1. Rector's orders shall be recorded in the Rector's order log, which is indicated (Appendix 4):
 - 1.1. registration number;
 - 1.2. date of registration;
 - 1.3. Name of the command.
2. The registration number of the document and the date of registration shall be indicated in the rector's order. The order will be stamped by the university.
3. Rector's order must have a visa of all persons whose competence includes the issue provided by the order. Visa availability is checked by the Rector, and the Department is not responsible for the content of the order unless the issue specified in the order is within his competence.

Article 9: Preparation of internal documentation

1. The internal documentation of the University is registered in the Register of Internal Documents (Annex 5).
2. Internal documents include all documents except incoming and outgoing correspondence, contracts, employment contracts, rector's orders, and diplomas.

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3. The internal documentation is entered in the logbook:

- 3.1. registration number;
- 3.2. Date of registration;
- 3.3. Name of the document.

Article 10. Rules for registration of documents on education

1. Diplomas shall be registered in the Diploma Register (Annex 6).
2. The following details of the educational document issued to students are registered at the department:
 - 2.1. registration number and date;
 - 2.2. Name of the graduate, name;
 - 2.3. The personal number of the graduate;
 - 2.4. Name of the faculty;
 - 2.5. Level of education;
 - 2.6 Details of the decision of the qualifying body for a person; 2.3; 2.4; 2.5; 2.6. (Number and date);
 - 2.7. Series of diplomas, number;
 - 2.8. Type of document (with distinction or usual);
 - 2.9 Date of issue and receipt of diploma by a graduate; 2.7. (Confirmed by the signature of the person concerned).
3. An electronic copy of the issued study document is kept at the university.

Article 11. Rules for keeping personal records of personnel

1. The personal affairs of staff members are managed by the Department.
2. The personnel files are kept:
 - 2.1. Biography (CV);
 - 2.2. Copy of the identity document;
 - 2.3. Copy of education document, in case of foreign education document - certified copy in accordance with established rules;
 - 2.4. One person in the employment contract. 2.4;
 - 2.5. In the case of encouragement and disciplinary measures - 2.3. Relevant documentation;
3. The personal file of teachers is additionally kept:
 - 3.1. Application for an academic position in the competition;
 - 3.2 A copy of the competition appointment document or a certified statement.

Article 12. Document circulation.

1. The correspondence received at the university shall be registered by the Department of the University Administration in accordance with the rule established by article 3 of this rule.
2. The registered correspondence shall be transferred to the rector of the university, who by decision determines the executor.

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The university administration sends copies of incoming correspondence to the executor, and the original is kept in the department. If it is impossible to transfer a copy to the executor, the original correspondence may be provided.

4. The period of preparation of reply to correspondence is 3 working days. The calculation of the deadline starts from the moment the correspondence is handed over to the executor. By agreement between the rector and the performer, different deadlines for the preparation of reply to correspondence may be set.

5. An employee of the Administrative Department responsible for conducting business shall electronically register and control the record of correspondence, the date of handing over to the performer, the deadlines for preparing a reply, and in case of violation shall immediately notify the Rector.

Article 13. Rule of storage and processing of documents

1. All documents defined by this rule, including faculty records and other internal documents, shall be registered and kept with the university administration.

2. The authorized person of the different structures of the university (according to the competence and powers) can familiarize themselves with the original of the desired correspondence at the department or request and receive a copy of the correspondence.

Article 14. Concluding Provisions

1. This rule shall come into force on 1 April 2017.

2. After the present rule comes into force, the instruction on the case of the Georgian Aviation University is considered invalid.



4 Appendices

4.1 Appendix 1 Accounting for Incoming Correspondence Journal

Contract registration number	Date of contract registration	Employee identity	Validity of the contract

4.2 Annex 2 Accounting for Past Correspondence Journal

Contract registration number	Date of contract registration	Employee identity	Validity of the contract

4.3 Appendix 3 Contract Registration Journal

Contract registration number	Date of contract registration	Employee identity	Validity of the contract

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Registration number		Graduate Uli Surname, Name	Personal number of the graduate	Faculty of Name a	Level of education	Decision of the qualifying body Details		Diploma		Document type (honors or Usual ivy)	Issuing a diploma and Graduates Date of graduation	Signature of the interested person
number	Date					number	Date	Series A.	number			

4.5 Appendix 5 Order Accounting Journal

Registration number	Registration date	The title of the command

4.6 Appendix 6 Document Accounting Journal

Registration number	Registration date	Document name