DAUG
David Aghmashenebeli University Of Georgia

Functions of the Information Technology Department

Article 1. General Provisions

1.   Information Technology Department of Davit Agmashenebeli University of Georgia (hereinafter - "University") (hereinafter - "department") is a structural unit of the university.

2.   The department in its activity is guided by the legislation of Georgia, the subordinate normative acts and the this statute.

3.   The department within its competence is accountable to the University Rector, fulfills the duties provided for by the law and assigned by the rector on the basis of the law.

Article 2.   The scope of activity of the information technology department, the purpose and functions

1.   The main scope of the department is:

A) Planning, maintaining and optimal functioning of the computer network of the university;

b) creation and development of information technology infrastructure;

c) arrangement and operation of computer resource centers.

2.   The main goal of the department is to create appropriate conditions for study, activity and scientific-research work for university students, administrative and academic staff based on the use of information technologies.

3.   The function of the department:

a) definition and implementation of information security policy;

b) utilization and introduction of new system software and accompanying software;

c) creation, implementation and administration of software necessary for the educational process;

d) creation and protection of information security control mechanisms, Internet services (web service, e-mail), network infrastructure development (expansion and servicing);

e) Planning, deploying and ensuring proper functioning of the university's information and communication technology infrastructure, which includes hardware (server, network and audio/video transmission equipment), software and related services.

Article 3. The structure of the department

3.1 According to the staff list of the university, the positions defined for the information technology department are: Head of the department and Chief Specialist;

3.2 to the head of the information technology department of the university and the chief specialist are appointed and dismissed by the rector of the university.

3.3 The department is headed by the head of the department.

3. 4 Head of the Department:

a) determines the activity priorities;

b) is responsible for the implementation of defined priorities;

c) manages the department's activities;

d) distributes duties, gives instructions and assignments;

e) performs other rights and duties within the scope of his/her competence.

3. 5 Chief specialist:

a) fulfills the tasks and instructions received by the head of the department within the scope of his/her competence.

b) In case of the absence of the head, by the decision of the rector, it is possible for the chief specialist to temporarily perform the duties assigned to the head of the department.

Article 4. Reorganization and Liquidation of the Service

Reorganization and liquidation of the service is carried out based on the decision of the academic council of the university by an individual administrative-legal act of the rector.

Article 5. Amendments and additions to the Statute

Amendments and additions to the regulations are made through the approval of the project of amendments and additions prepared by the Head of the department by the Academic Council.