

Legal Entity of Public Law

Georgian Technical University

**The Faculty of Engineering Economics,  
Media Technologies and Social Sciences**

Educational – Scientific Center

“GTU NetTV“

## **REGULATIONS**

Adopted by GTU Academic Council Members  
in 20 ..... under the resolution № .... and confirmed  
by the Representative Council (Senate) of University  
in 20..... in accordance with the resolution № .....

Tbilisi

2017

## 1. General Regulations

- The Educational-Planning Center of adaptation of innovative projects in practice GTU 696 TV (hereinafter referred to as Center) attached to GTU Faculty of Engineering Economics, Media Technologies and Social Sciences, was founded and confirmed by the Council of GTU Faculty of Engineering Economics, Media Technologies and Social Sciences, and Academic Council of GTU under resolution № ..... of 20 ..... and in compliance with the record № ..... of Representative Council's (Senate) decision № .....
- The Center acts in accordance with: Georgian Constitution, Georgian Law on the Higher Education, GTU regulations, present regulations and current Georgian legislation.
- The Center acting on self-financing principle, intercedes with University for order accepting and respective contract concluding, with the view of carrying out the activity stipulated.
- When needed, the Center intercedes with University, with regards to Georgian and foreign experts involvement and respective labor contract conclusion with them.
- Upon request of the Rector of University, the Deputy Rector of the corresponding branch, Academic Council or Representative Council, an extra consideration (discussion) of the Center report may take place.

## 2. The objectives of the Center activity and basic directions

- Corresponding practical training and probation of GTU bachelors, undergraduates, students of professional education and doctoral students (hereinafter referred to as students) and educational process improvement facilitation in accordance with the Center's activity type.
- Newscast "Weekly";
- Cognitive program "Take (Dubli) 1";
- Students' telecast "Free opinion";
- Celebrities in the program "The prisoners";
- University presentations;
- GTU meetings filming;
- Innovation coverage;
- Short scientific-educational films (shooting - film editing);
- Online lectures;
- Online presentations;
- Filming and cutting against a green background;
- Live telecast of meetings and arrangements;
- Advance advertisement doing;
- Musical clips;
- Sports trailers;
- Cultural trailers;
- Launching parties' trailers;
- 3D filming;
- Graphics;
- Site design;
- Design;
- Live strime;
- applique' work design;
- photo processing;
- Making banners;

### **3. The staff of the Center and its management**

- The main component parts of the Center are:
  - s) The branches, formed in GTU in compliance with various lines on different faculties and educational programs;
- The Center is supervised by a chief appointed by the Rector of University and recommended by the Dean of the Faculty.
- The Chief of the Center is authorized:
  - a) to provide work check up of the staff working in the Center, stipulated by total and timely performance realization, providing check up of employee payment – fund management and other administrative arrangements;
  - b) to organize current projects' presentations on the part of the Center;
  - c) to provide necessary activity for the accomplishment of the Center's effective management and functioning.
  - d) to implement the ordered projects under the contracts.
- The Chief of the Center together with the working party is responsible for the target dates of the activity performed and for the University assets, handed over to the Center with the aim of subsequent utilization and storage and proper maintenance.
- The personnel of the Center comprises the Chief and assistant staff (in case of necessity).
- The personnel of the Center is appointed and dismissed by the Rector of University in accordance with the Chief's recommendations.
- The wages of the personnel of the Center are determined in accordance with various gainings and Faculty Council resolution.
- Completion of the contract with legal and physical entities is carried out in compliance with the rules and standards accepted in University.
- At the end of every fiscal year the Chief of the Center gives an account to GTU Faculty Council, Academic Council and Representative Council upon request.

#### **4. The assets, finances and financing sources of the Center.**

- The Center is situated in № 77 Kostava str.;
- The Center acts on self-financing principle. At the same time it does not act as a separated subject of tax-financial system and represents one of the constituent parts of the financial system of University;
- Financial relations settlement policy (rules) between the Center and GTU is determined by the Academic Council and confirmed by the Representative Council on the grounds of which the finance-planning department ensures financial management;
- The footing for activity realization, is GTU assignment, as well as the contract completed between University and other client, recommended by the Chief of the Center.
- Payment for the implemented activity is to take place in compliance with the contract; Contracts, delivery and acceptance certificates are regulated by GTU internal administrative acts.

#### **5. Reorganization and liquidation of the Center**

- The reorganization of the Center and its liquidation is carried out in compliance with the relevant administrative documents according to the order established.

#### **6. Final provisions**

- Present regulations become valid upon confirmation on the part of the Representative Council.