

Approved by the director of Keoni Academy

Order N 1-25 of July 26, 2021

The change was made by the director of Keoni Academy

Order N 1-24 of July 12, 2022

Limited liability company

Bylaws of Keon Academy

St. Tbilisi

2022 year

## Article 1. General provisions

- 1.1 Keoni Academy (hereinafter referred to as the Academy), a legal entity under private law, is a limited to the society of responsibility;
- 1.2 The Academy conducts its activities in accordance with the legislation and internal legal acts of Georgia. The activities of the Academy are regulated by the Law on Professional Education of Georgia by law, orders issued by the director of the academy, various legal acts, instructions, the present provision and others;
- 1.3 Academy consists of management bodies and main structural units;
- 1.4 The rules of activity of structural units of the Academy are determined by this provision and the Academy by other legal acts; 1.5 Any person included in the structural units of the Academy and the educational program Implementing entities are obliged to comply with the requirements of this regulation and act within it;
- 1.6 The Academy has an independent balance sheet, bank account, seal, letterhead and legal other requisites established for the person;
- 1.7 e-mail of the official website of the Academy                      The address is <https://keuneacademy.ge/>,                      Contact info@keuneacademy.ge;

## Article 2 Activity of the

Academy 2.1 The main direction of the activity of the Academy is educational activity, which includes to professional educational programs/professional training programs/professional retraining programs and issues a document confirming professional education - diploma/certificate.

## Article 3. Mission, purpose and task of the Academy

3.1 Academy mission in the field of hair and beauty services, local and international work Competitive, qualified and civil according to market demand Training of responsible specialists.

## Article 4. Structure of the Academy

4.1 Academy consists of management bodies, educational and administrative structural units

4.1.1 Management bodies of the Academy are:

- a) general meeting of partners of the Academy;
- b) director of the academy;

4.1.2 The structural units of the Academy include the following positions:

- a) quality assurance manager;
- b) case management specialist;
- c) Manager of professionalization and career planning;

- d) protection security specialist;
- e) accountant;
- f) lawyer;
- g) information technology specialist;
- h) training process manager;
- i) Librarian.

3.2 The structural units of the Academy are managed and supervised by the Director of the Academy.

#### Article 5. Academy staff

5.1 The personnel of the Academy shall include the persons specified in the third article of this regulation and educational program implementers; 5.2 The field of activity of the Academy staff is clearly defined by the present regulation and with the labor or service contract signed with him; 5.3 The staff of the Academy is obliged to familiarize themselves with the Academy's regulations, internal regulations, which posted on the website of the Academy;

5.4 The academy has created all conditions for self-realization and professional development of the academy staff for growth;

5.5 The staff of the academy can freely express their opinion, act of their will on the basis of free expression, so as not to harm the interests of the Academy; 5.6 The authority of the Academy staff is determined by the legislation of Georgia, herein by the regulations, by-laws of the academy, appointment acts and agreements signed with them Accordingly;

5.7 Academy staff may also be a person invited under a service contract (outsourcing principle).

#### Article 6. Academy management principles

6.1 The highest governing body of the Academy is the meeting of partners;

6.2 The activities of the academy are managed by the director, who is appointed by the academy by the decision of the meeting of partners. in conducting the educational process of the Academy Academy staff and professional students participate;

6.3 The management system of the Academy is based on the following principles:

6.3.1 Publicity, transparency of the decision made and for interested persons availability; 6.3.2

Equal treatment of professional students, regardless of their gender, ethnic and social affiliation, origin, religious and political views, physical capabilities, etc.;

6.3.3 Professional students and potential employers in the decision-making process maximum consideration of interests and requirements;

6.3.4 To create a safe environment for education, health and life.

#### Article 7 Director of the Academy

7.1 The director of the academy directs and directs the activities of the academy. Academy director Rights and obligations are determined by the charter of Keoni Academy LLC and this regulation. Academy The director is appointed and dismissed by the meeting of partners;

7.2 Director of the Academy:

7.2.1 Manages the activities of the Academy alone and represents the Academy to a third party in the relationship, both inside the country and outside the country;

7.2.2 Approves the academy's regulations, bylaws, structure, library regulations, rules of procedure, strategic plan and action plan, staff schedule and salary rate, rules for managing the educational process, issues various instructions, orders, etc.; 7.2.3 approves professional educational programs/modules; 7.2.4 participates in the development of a strategic plan; 7.2.5 Appoints and dismisses Academy staff (issues orders), signs agreements with Academy staff, professional students, or their legal representatives and others. distributes functions and duties between them. uses measures of encouragement and disciplinary responsibility, permanently monitors the activities of the Academy staff, considers complaints and makes appropriate decisions;

7.2.6 ensures the conclusion of agreements with legal and private persons, which is related with the efficient management and development of the Academy's activities;

7.2.7 issues orders regarding the enrollment, mobility, status suspension and termination, incentives and disciplinary action of professional students; 7.2.8 supervises the implementation of the present provision, internal regulations of the Academy, issued internal regulatory acts; 7.2.9 exercises other powers permitted by the legislation of Georgia and granted to him by the statute of the Academy; 7.2.10 means (by order) the persons appointed to the positions of structural units of the Academy

Duties in case of their absence; 7.2.11 issues an order on the appointment of a deputy, in his absence in case;

7.3 The director of the academy is accountable to the general assembly of partners of the academy.

## Article 8. Quality Assurance Manager of the Academy

### Quality Assurance Manager

8.1 planning the research of the professional development needs of employees and developing recommendations based on the results of the research and presenting them to the directorate; 8.2 organization of trainings for the staff implementing the program; 8.3 To familiarize the staff with the latest legislative changes in the field of education, to provide them with counseling and assistance in carrying out their professional activities; 8.4 Consulting the program implementation staff on issues related to teaching and evaluation; 8.5 participation in the selection process of program implementing personnel; 8.6 Support the process of integration of professional education teachers into the working environment; 8.7 Submission of college self-evaluation reports (standards and programs) in accordance with the established rules; 8.8 Checking the compliance of the professional training and professional retraining program with the established standards before approval and, if necessary, developing recommendations; 8.9 planning/conducting a survey of the satisfaction of professional students and professional teachers and developing recommendations based on the analysis of the results of the survey regarding the improvement of the educational process and educational programs; 8.10 Analysis of professional student registration, enrollment, qualification, status suspension/termination, mobility, employment statistics for the purpose of program evaluation; 8.11 care for the development of the educational program; 8.12 As a result of the evaluation of the implementation of the programs, development of recommendations for further improvement of the programs; 8.13 Implementation of monitoring of implementation of shared recommendations; 8.14 directing the verification process; 8.15 organizes the preparation and sending of the authorization self-assessment questionnaire and self-assessment report, attached documentation;

compliance with the valid authorization standards - development of recommendations for the purpose of maintaining the current level of performance, as well as increasing the efficiency and effectiveness of the processes; 8.17 monitoring of training and examination process; 8.18 performs other functions and tasks defined by the director in accordance with the legislation of Georgia, the legal acts of the Academy, this regulation and within the scope of his competence. 8.19 The Quality Assurance Manager is responsible to the Director of the Academy; The quality assurance manager conducts his activities in accordance with the academy's statutes, the present regulations, internal normative acts of the academy and the orders, instructions, and directives of the director of the academy.

## Article 9. Case management specialist

### 9.1 Case Management Specialist: 9.1.1

Performs all types of document turnover in the Academy activity; 9.1.2

performs electronic proceedings; 9.1.3 ensures that

documentation is sent by post, email and/or courier; 9.1.3 registers professional students/applicants/trainees and maintains a register; 9.1.4 ensures the compilation, production and storage of documentation

related to personnel issues, formation of personal files of the Academy staff, registration of contracts; 9.1.5

prepares answers on the instructions of the director of the academy, together with the relevant authorized persons

on the letters and statements received in the Academy

9.1.6, if necessary, establishes the working meetings and deliberations of the director of the academy

protocol;

9.1.7 Leads in the registration of contracts signed with the professional student

handling, recording and protection;

9.1.8 produces, stores and protects the registration journals in the academy; 9.1.9 Performs technical work related to the documentation of the Academy, such as

There is text printing, photocopying, scanning, etc.

9.1.10 implements deadlines for the preparation of documentation by the Academy staff and others

monitoring the fulfillment of formal requirements; 9.1.11

conducts archival activities; 9.1.12 participates in the development

of the strategic plan; 9.1.13 Providing familiarization of the

prepared documentation (order, protocol, correspondence, letter, etc.) to relevant persons in accordance with the law;

9.1.14 provides administrative support to professional students; 9.1.15 Case manager

is responsible to the director of the academy; 9.1.16 performs other functions and tasks

defined by the director within the scope of his competence, according to the legislation of Georgia, the legal acts of the Academy, the present regulations. 9.1.17 The case management specialist conducts his/her

activities in accordance with the Academy's statutes, this provision, the rules of procedure, internal

normative acts of the Academy and the orders, instructions, and directives of the director of the Academy.

## Article 10. Professionalization and career planning manager

10.1 The career planning manager ensures: 10.1.1 planning and organizing

various events that will promote the Academy

promote; 10.1.2

promoting participation in local and international projects; 10.1.3 evaluating the

implemented projects and improving the planning of the next events according to the results;

10.1.4 International in order to absorb and share new trends in the field inviting trainers within the framework of organized events; 10.1.5 to create a database of employer partner companies in the local market; 10.1.6 to promote successful professional students and graduates; 10.1.7 Ensures that information is provided to the Quality Assurance Manager in a professional manner about employment of students and graduates;

10.1.8 Provides individual and/or group counseling to professional students/trainees regarding career planning issues; 10.1.9 posting/ updating Academy information on the Academy website; 10.1.10 Processing and relevant information received from information channels within the established time frame delivery to persons;

10.1.11 preparing/publishing announcements and information materials on behalf of the Academy; 10.1.12 Cognitive, sports and cultural of professional students and academic staff organizing events;

10.1.13 providing consultations for professional students/interested persons; 10.1.14 participation in the development of a strategic plan; 10.1.15 planning and organizing business visits of the director and academy staff; 10.1.16 Meetings with school students and their parents regarding orientation conducting conversations about the specifics of the college and educational programs;

10.1.17 Involvement in the process of developing information booklets, applications, advertisements, etc.;

10.1.18 College career for newly enrolled professional students and trainees familiarization with service services;

10.1.19 acceptance of participants in the studies conducted in the academy; 10.1.20 Conducting individual and/or group consultations for professional students regarding career planning issues; 10.1.21 participation in the process of adaptation of professional students; 10.1.22 is accountable to the director of the academy; 10.1.23 performs other functions and tasks defined by the director within the scope of his competence, according to the legislation of Georgia, the legal acts of the Academy, the present regulations. 10.1.24 The career planning and career planning manager conducts his activities in accordance with the legislation of Georgia, the academy's charter, the present regulation, internal normative acts of the academy and the orders of the director of the academy.

## Article 11. Protection and security specialist

11.1 Protection and security specialist, within the scope of his powers:

11.1.1 equips the academy with a security and fire protection system and monitoring;

11.1.2 ensures that the educational process is conducted in a peaceful and safe environment; 11.1.3 ensures the implementation of measures related to the protection of life, health and safety of professional students/trainees and Academy staff; 11.1.4 if necessary, provides assistance to persons with disabilities; 11.1.5 during an emergency, if necessary, contact 112; 11.1.6 is responsible for the protection and maintenance of the material and technical base; 11.1.7 is responsible for the sanitary-hygienic condition of auditoriums and other facilities; 11.1.8 promptly takes measures to seek medical help (call 112); can

participation in the development of a strategic plan; 11.1.9

The protection and security specialist is accountable to the director of the academy; 11.1.10 performs other functions and tasks defined by the director in accordance with the legislation of Georgia, the legal acts of the Academy, this regulation and

Within the competence.

11.1.11 The protection and security specialist conducts his activities in accordance with the statute of the academy, the internal normative acts of the academy and the orders, instructions and directives of the director of the academy.

## Article 12. Accountant

12.1 Accountant, within his authority: 12.1.1 participates in the development of a strategic plan;

12.1.2 produces accounting and reporting of all financial resources;

12.1.3 prepares monthly and annual tax declarations and submits them to the relevant authority; 12.1.4. performs correct and timely calculation of state taxes and transfer to the state budget; 12.1.5 implements and reflects banking operations in the accounting program; 12.1.6 ensures the accounting of fixed assets, commodity material values and major capital investments, conducting an inventory and, if necessary, writing them off; 12.1.7 participates in the preparation of the annual budget; 12.1.8 establishes the forecast budget of the programs; 12.1.9 is responsible for the software display of the ordered and received products and control of the correctness of the documentation; 12.1.10 performs production and control of contracts and accounting documentation; 12.1.11 conducts the calculation and payment of remuneration of the Academy staff; 12.1.12 submits financial statements for financial accounting, reporting and auditing

on the reporting portal of the Supervisory Service

12.1.13 If necessary, in accordance with the director's instructions/instructions, performs his other tasks related to the activity;

12.1.14 The accountant is accountable to the director of the academy in the performance of his functions in front of

12.1.15 performs other functions and tasks defined by the director within the scope of his competence according to the legislation of Georgia, the legal acts of the Academy, the present regulations.

12.1.16 The accountant conducts his activities in accordance with the legislation of Georgia, the statute of the academy, the internal normative acts of the academy and the orders, instructions and directives of the director of the academy.

## Article 13 Learning process manager

### 13.1 Manager of the training

process: 13.1.1. Leads the management of the training process and is responsible for effectively organizing the training process and performing management functions; 13.1.2. participates in the development of the strategic and action plan of the Academy; 13.1.3. Develops calendar plans, evaluation tools and study schedule together with the persons implementing the educational program; 13.1.4 provides advice to the persons implementing the program when filling the source; 13.1.5 contributes to ensuring the quality of teaching and learning, introducing innovative approaches, professional development (theoretical/practical) of the persons implementing the educational program; 13.1.6. Supervises the process of implementing professional educational programs; 13.1.7.means repeated evaluations; 13.1.8 No later than 10 working days before the start of the module, in cooperation with the persons implementing the educational program, produce the expenses provided for in the modules

Collects information about raw materials (existing stocks, estimated purchases, etc.) and monitors, if necessary, the procurement process. 13.1.9. During the educational process, he provides the necessary raw material distribution and accounting of expenses in the appropriate distribution log; 13.1.10. Accountants will create a single electronic database for professional students/trainees/program implementers; 13.1.11. participates in the process of recognition of formal education for professional students; 13.1.12. carries out agreed and coordinated work with the Academy staff; 13.1.13 monitors the active involvement of professional students in the daily life of the Academy; 13.1.14. contributes to the quality education of professional students, 13.1.15. carries out an organized assessment and registration of confirmation of the results of professional students; 13.1.16. participates in the measures to be implemented in order to adapt professional students with special educational needs to the educational process; 13.1.17. provides information related to the educational process for professional students; 13.1.18. fills in the accounting journal of the source; fills in the electronic journal of the assessment registration, 13.1.19. submits the academic performance assessments of professional students for analysis to the quality assurance manager of the academy; 13.1.21 records the number of hours spent by the persons implementing the educational program and submits the information to the accountant and the director of the academy on the last week of every month; 13.1.22 supervises the person implementing the educational program and the activities of the head of production practice; 13.1.23 attends lectures-studies/evaluation process, the course of practices; 13.1.24 The learning process manager is involved in supporting the process of integration of vocational education teachers with the working environment. 13.1.25 holds meetings with the teachers of the Academy on the issues of methods of better coping with the educational material by professional students/trainees, as well as on evaluation issues; 13.1.26 conducts informational meetings for professional students, 13.1.27. is responsible for adapting professional students to the learning environment, 13.1.28 organizes consultations to improve academic achievements for professional students, 13.1.29 participates in the selection process for the vacant position of professional education teachers; 13.1.30 participates in the process of assessment and inventory of material resources; 13.1.31 prepares drafts of documents for issuing diplomas and certificates of graduates; 13.1.32 is responsible for catalog preparation; 13.1.32 is involved in the verification process, checks the technical side of the compliance of the evaluation tool with the module and performs the validation of the evaluation tool together with the program leader/field teacher; ensures transparency, fairness and objectivity of the evaluation process; is involved in the preparation of the implementation plan of the given recommendations if necessary; 13.1.34. The educational process manager is accountable to the director of the academy in the performance of his functions;



13.1.35 implements the present

by statute and other functions and tasks defined by the director within his competence within

13.1.36 The activity is guided by the legislation of Georgia, the statute of the Academy, the internal rules of the Academy Normative Acts and Academy Director's orders, instructions and directives

Accordingly.

#### Article 14. Librarian

##### 14.1 Librarian:

14.1.1. manages the work of the library;

14.1.2 provides educational for professional students and staff of the Academy providing resources;

14.1.3 ensures the processing, registration and storage of books in accordance with the library rules and

protection; 14.1.4 ensures production of the catalog (printed and/or electronic) according to library rules;

14.1.5 maintains an inventory book of the library fund;

14.1.6 checks the status of the resource upon its return to the library;

14.1.7 Presenting 7 proposals for the modern professional, scientific and need of the library in this case, about the supply of fiction, as well as magazines and newspapers;

14.1.8 The librarian is accountable to the Academy in performing his functions before the director;

14.1.19 carries out, according to the legislation of Georgia, the legal acts of the Academy, this by statute and other functions and tasks defined by the director within his competence within

14.1.20. The activity is guided by the legislation of Georgia, the regulations of the Academy, the library of the statute, internal normative acts of the academy and orders of the director of the academy, in accordance with instructions and directives.

#### Article 15. Lawyer

15.1. The lawyer ensures the correctness of the legal side of the Academy's activities:

15.1.1. checking the compliance of drafts of internal legal acts in the Academy with the law

15.1.2 preparation of legal acts;

15.1.3 preparation of labor/service and other types of contracts; 15.1.4

Necessary for correspondence with relevant state structures in the educational field preparation of documents;

15.1.5 To inform the director of the academy and the staff of the academy in the legislation of Georgia about the changes and expected events in the academy;

15.1.6 in accordance with the legal norms of control of the execution of tasks/obligations; 15.1.7 protection of legal interests and rights of the Academy; 15.1.8 preparing proposals for making changes in orders;

15.1.9 drafts of various types of internal legal acts (statutes, bylaws, etc.) preparation;

15.1.10 conducting a selection competition for various vacant positions in the academy legal security;

15.1.11 fulfills instructions, directives and tasks of the director of the academy; 15.1.12

The lawyer is accountable to the director of the academy;

15.1.13 carries out, according to the legislation of Georgia, the legal acts of the Academy, according to the regulations and other functions and tasks defined by the director Within the competence;

Machine Translated in accordance with the legislation of Georgia, the statute of the Academy, the internal normative acts of the Academy and the orders, instructions and directives of the Director of the Academy, etc. Accordingly.

## Article 16. The person implementing the educational program

16.1 The person implementing the educational program: 16.1.1.

to participate in the process of developing and perfecting professional educational programs/programs; 16.1.2 If necessary, participate in the development of an individual curriculum for professional students. 16.1.3 Participate in the process of formal education recognition for professional students. 16.1.4 Develops a calendar plan; 16.1.5 completes the professional student/trainee evaluation system with the established periodicity; 16.1.6 submits the list to the manager of the learning process, according to the requirements of the materials and raw materials in the module, no later than 10 working days before the start of the module; 16.1.7. Theoretical and/or practical training includes timely, high level preparation and organization; 16.1.8 according to the Academy's request, develops/selects an assessment tool, determines the type of evidence and evaluates the learning outcomes of the professional student; 16.1.9 ensures the implementation of formative and determinative evaluations in compliance with evaluation principles; 16.1.10 participates in events planned for professional development; 16.1.11 participates in researches organized by the Academy; 16.1.12 is obliged to cooperate with the manager of the learning process and provide them with the requested information; 16.1.13 participates in the validation or verification of assessment tools; If necessary, the goal of improving the academic performance of professional students is to hold consultation meetings. 16.1.14 In the implementation of his functions, the person implementing the educational program is accountable to the manager of the learning process and the director of the academy. Article 17. Head of the program

17.1 The head of the program:

17.1.1 participates in the adaptation of educational programs, modules; 17.1.2 participates in drawing up the curriculum; 17.1.3 helps the teacher of professional education in drawing up a calendar plan; 17.1.4. helps the professional education teacher in the development of the evaluation tool; 16.1.5. participates in the research conducted in the academy, fills in the self-assessment form; 17.1.6 participates in drawing up an individual study plan; 17.1.7. participates in the process of recognition of formal education of professional students; 17 1.8 participates in the collection of information about the materials and raw materials described in the modules; 17.1.9 attends lectures; Within the scope of competence, it helps vocational education teachers to determine their needs and develop a self-development plan; 17.1. 10 conducts trainings/seminars for vocational education teachers; 17.1.11 conducts informational meetings with professional students as needed; 17.1.12 participates in the development of educational programs; 17.1.13 The head of the program is involved in the verification process, performs the validation of the evaluation tool together with the manager of the learning process, checks the evaluation tool

on the content side of compliance with the module and ensures the transparency, fairness and objectivity of the evaluation process, including recommendations issued when necessary in drawing up an execution plan;

17.1.14 participates in the evaluation process of material resources

17.1.15 Academic holds information meetings/consultations for professional students to improve achievement; 17.1.16 participates in the process of adapting professional students to the institution

Article 18. The information technology specialist checked 18.1 The information technology specialist provides:

18.1.1. information and communication technology services, computer network installation, installation and management; 18.1.2 proper operation of technical facilities of the Academy; Periodically checks and updates

virus protection system;

18.1.3 opens emails with the domain of the institution for academic staff;

18.1.4 updating/maintaining the information-communication base;

18.1.5 installing computer programs; 18.1.6 Monitoring

the proper functioning of the Academy's information channels;

18.1.7 Information technology specialist is obliged to cooperate in the training process to the manager and provide him with the requested

information; 18.1.7 implements the present

by statute and other functions and tasks defined by the director within his competence within

18.1.8 Information technology specialist is accountable to the director of the academy

in front of

18.1.9 The information technology specialist conducts his activities in accordance with the statute of the academy, the internal normative acts of the academy and the orders, instructions and instructions of the director of the academy. in accordance with the directives.

Article 19. Housekeeper

The housekeeper provides:

19.1.1 cleanliness of the working environment in the internal spaces of the Academy building;

19.1.2 observance of sanitary-hygienic rules in the entire territory of the Academy;

19.1.3 timely removal of waste from the academy building;

19.1.4 implements, according to the legislation of Georgia, the legal acts of the Academy,

by statute and other functions and tasks defined by the director within his competence within

19.1.5 The hostess conducts her activities in accordance with the Academy's regulations, the Academy's internal normative In accordance with the Acts and the orders, instructions and directives of the Director of the Academy.

Article 20. Final provision

20.1 This provision is approved by the order of the director of the academy. In this provision

Changes, additions and/or cancellations are made by the order of the director of the academy;

20.2 Other fields of activity carried out by the Academy, different from this regulation

It is additionally regulated by internal legal acts.

