

Approved by the order N1-32 of the director of Keoni  
LLC Academy dated September 19, 2022

Keoni Academy Limited Liability Company

Procedure

2022 year

## Chapter I General provisions

## Article 1. Scope 1.1 This rule

of procedure (hereinafter referred to as the rule) establishes uniform requirements for electronic and/or physical document production, creation, management, and use. The rule also establishes document execution control, and preparation for further storage and use.

1.2 This rule applies to all types of documentation of the Academy (including electronic ones) and establishes uniform and mandatory rules of procedure for all employees:

1.3 The procedure for electronically received documentation is valid only if the said letter is sent to the official email of the organization: [info@keuneacademi.ge](mailto:info@keuneacademi.ge) and depending on the content of the letter, its registration is necessary or due to certain reasons, it is impossible to send it to the recipient;

1.4 Proceedings in the academy are carried out according to the following normative acts

Considering the requirements: 1.4.1

General Administrative Code of Georgia; 1.4.2 Decree of the President of Georgia No. 414 "Uniform business management on approval of rules", 01.07.1999;

1.4.3 National Standard of Georgia (SST76:2009) "Organizational Decree Documents. Requirements for signing documents", 22.09.2009;

1.4.4 Order of the Minister of Justice of Georgia No. 174 "Rules of operation of archives of institutions, 15.06.2007; 1.4.5 Order of the Minister of Justice of Georgia No. 72 "On approval of the list of typical governance documents created in the course of the activities of the institutions (indicating their storage periods)" 31.03.2010;

## Article 2. Familiarization of the rule for staff

2.1. The academy is responsible for familiarizing the staff with the rules Business Manager;

2.2. The administrator of the Academy informs the staff about the changes in the rules no later than the next working day after such changes are made;

2.3. The rule or the change made in the rule is considered familiar 24 hours after its publication on the website of the Academy, otherwise the document is delivered to the staff electronically;

### Article 3. Documents and their types

3.1. The document was presented to the documentation in the Academy from the moment of its creation or entry (acceptance);

3.2 The academy has the following types of documentation:

- a) incoming documentation;
- b) past documentation;
- c) internal documentation;
- d) agreements;
- e) other;

#### Article 4. Incoming documentation

4.1 Incoming documentation includes all correspondence that Enters the academy from state government bodies, organizations (regardless of their organizational-legal form), from institutions, international organizations, foreign states, in the form of statements, letters, complaints, resolutions, decisions, orders, instructions, instructions, various types of reports; Also physical

Letters, complaints, statements and others.

4.2 Correspondence is received by the interested person upon admission to the Academy;

4.3 Correspondence is received every day (except weekends and holidays defined by the Organic Law of Georgia "Labor Code of Georgia")  
from 09:30 to 16:30;

4.4 Correspondence received by e-mail after 16:30 will be registered on the next working day;

4.5 If the interested person participates in relations through a representative, the correspondence submitted to the Academy must be accompanied by a written power of attorney issued in accordance with the law.

#### Article 5. Past documentation

5.1 Outgoing documentation includes all correspondence sent by the Academy or issued by the Academy: letter, decision and/or various

References.

#### Article 6. Internal documentation

6.1 The Academy's internal documentation is represented by legal or other types of acts created by the Academy within its competence. 6.2. The internal documentation of the Academy includes:

- a) order;
- b) protocol;
- c) labor or other type of contracts;
- d) memoranda;
- e) Other types of documentation available and protected in the academy

## Article 7. Preparation and execution of orders

7.1 Decisions made by the director within the scope of authority are issued in the form of an order;

7.2 Two types of orders are issued in the academy: personnel and general;

7.3 Orders on enrollment, mobility, status suspension, termination, encouragement and disciplinary responsibility of professional students are approved by general order;

7.4 Staff order approves any act, instructions, appointment-dismissal of administrative personnel, disciplinary sanctions, etc.;

7.5 The order is valid continuously until it is canceled or expires in the order  
The specified validity period, or will not be accepted for the same relationship  
A new act regulating otherwise;

7.6 The director of the academy or his deputy (within the scope of the authority granted by the director) has the right to cancel the order or make changes to it.

## Article 8. Procedure for issuing orders and their registration

8.1 The order is issued on the title page (letterhead) of the Academy, which must contain the following details:

- a) date of publication (number, month, year) and place;
- b) the authority issuing the order;
- c) the title of the order;
- d) surname, first name and signature of the authorized official;
- e) the term of implementation;
- f) the registration number assigned by the authority issuing the order;
- g) the seal of the Academy;
- h) the serial number of the order, which is assigned during the calendar year;

8.2 The registration number of the order includes the serial number of the order issued during the calendar year according to the sequence;

8.3 In accordance with the date of issue of the order and the order of the registration number,  
The command is placed in the folder designated for commands;

## Article 9. Extract of the order and its issuing procedure

9.1 The extract of the order is the exact rendering of the part of the order of the director, without observing the requisites of the order established by this rule and without the signature of the director;

9.2 Issuance of an extract is permitted if the order from which an extract is issued is of a large volume or is considered confidential by law.

An extract of the assigned issues and/or order is prepared for placement in the personal file;

9.3 The executor of the order extract is responsible for the relevance of the content of the extract to the content of the order;

#### Article 10. Execution of the letter

10.1 A4 format paper is used for writing the letter;

10.2 Each letter must contain a prescribed list of requisites, which ensures its legal force. The following details should be specified in the letter:

- a) name of the academy;
- b) address;
- c) telephone;
- d) e-mail;
- e) document registration number;
- f) addressee;
- g) number of attachments;
- h) signature;
- i) seal of the Academy;

10.3 If there are attachments, after the text of the letter it is indicated: "Attachment:..." as a sheet;

10.4 The document to be sent can be signed only by the director of the academy and/or its "facsimile" can be used.

#### Article 11. Statement

11.1 The following details must be specified in the application:

- a) name of the academy;
- b) address of the submitter of the application;
- c) telephone;
- d) document registration number;
- e) addressee;
- f) number of attachments (if any);
- g) signature;

#### Article 12. Notice

12.1 The notice is drawn up and issued at the direction of the Academy's management, at the request of the organization with the relevant authority, the Academy or

Based on staff/professional student referral;

12.2 The notice contains only information without any conclusions, proposals or recommendations. The notice is fixed at a certain period of time related data;

12.3 The notification is made on the letterhead of the academy and signed by the director of the academy;

### Article 13. Agreement

13.1 Agreements include:

13.1.1 labor contracts;

13.1.2 Service Agreements;

13.1.3 Agreements on educational services of a professional student/trainee/person;

13.1.3 other types of agreements (memoranda);

13.2 Agreements are recorded in separate journals;

### Article 14. Procedure for drawing up and registering minutes of meetings and working meetings

14.1 Minutes of meetings or meetings are drawn up and prepared for signature by the secretary of the meeting;

14.2 Minutes are numbered with a serial number within the calendar year;

14.3 Minutes shall be dated verbally and numerically, the number of the minutes of the meeting, according to the order of the meeting, and recorded in the journal;

14.4 The protocol registration log (Appendix 3) is produced in physical or electronic form;

### Article 15. Rules for consideration of correspondence and preparation of response

15.1 The director of the academy reviews the registered correspondence, determines the structural unit/employee/person responsible for its execution and, with the appropriate resolution, hands over the documentation to the case manager for transfer to the head/employee of this structural unit;

15.2 If any document or information necessary for the resolution of the case has not been submitted to the Academy, the representative of the correspondence will be given a deadline during which he must additionally submit the necessary document. In case of non-submission of relevant documents or information within the mentioned period, the Academy is authorized to issue a decision on leaving the correspondence unexamined, during which a corresponding record is made;

15.3 The response to the correspondence is prepared on the title page, which is sent to the addressee, and its copy is kept in the appropriate folder in the Academy;

15.4 If the incoming correspondence is not subject to a response, the director of the academy marks the document as "in case" and hands it over to the authorized person;

#### Article 16. Procedure for issuing a copy of the document

16.1 Based on the request of the interested person, the Academy may issue a copy of the document, if the document does not contain commercial or personal secrets of the Academy or other persons (the director makes a decision on commercial secrets);

### Chapter

#### II Registration journals and organization of document circulation

#### Article 17. Form of proceedings and procedure for processing documents

17.1 Proceedings in the Academy are carried out materially and/or electronically  
with face;

17.2 Electronic proceedings are carried out through the automated system of electronic proceedings (hereinafter - the system), through the corresponding program - "eflow", which involves document receipt, processing, registration, converting the document received in material form into electronic format, immediately sending it to the addressee and storing it;

17.3 Documents are processed through a system that includes document registration and information search arrays created on its basis, storage of material and electronic documents, computer organization of work on electronic documents and operational control of performance;

17.4 In the academy, the documents stipulated by this rule can be prepared, signed and sent in physical and electronic form;

17.5 The document created in the system and all the actions performed in this system have the same legal force as the material document and the action performed in connection with it;

17.6 An electronic document is created with the requisites characteristic of a material document;

17.7 An electronic document acquires legal force from the moment of signing and registration by its author, and enters into force according to the procedure established by the current legislation;

17.8 All copies of electronic documents created in the system provided for in this rule are considered original. An electronic document cannot have an electronic copy;

17.9 The movement of physical and electronic documents from the moment of their receipt or creation to the final execution, sending and placing in the file constitutes the Academy's document circulation; 17.10 The case manager receives and registers the documentation received in the Academy. Document processing and transfer to the executor is carried out on the day of their entry, or the next day (in accordance with the director's resolution);

17.11 Documents may be prepared, signed and sent in physical and/or electronic form at the Academy;

#### Article 18. Journal of accounting of documentation

18.1 In order to register documents, the Academy has:

18.2 Academy director's order log (staff and general order) and/or electronic register;

18.2 Registration log of contracts concluded with the student (legal representative);

18.3 Registration journal of labor/service contracts;

18.4 Registration journal of other types of agreements/memorandums;

18.5 log of incoming correspondence;

18.6 log of past correspondence;

18.7 Record keeping of diplomas and certificates

18.8 Journal of record keeping;

#### Article 19. Documents not subject to registration

19.1 The following are not subject to registration:

19.1.1 notifications about meetings, discussions and agenda; 19.1.2

advertising materials, posters, greeting and invitation cards;

19.1.3 printed publications (books, magazines, bulletins, booklets, newspapers and others);

#### Article 20. Documentation storage/archive

20.1 Hard copies of the documents issued by the Academy are subject to mandatory storage (they can be stored electronically as well);

20.2 Completed documentation, after a certain period of time, is stored in the archive of the Academy, in a specially designated place;



## Article 21. Final Provisions

21.1 The unified procedure of Keoni Academy LLC is approved by the director's order;

21.2 Any changes, additions, or cancellations in this rule are carried out in the same manner;