

Approved by the Director of Keoni Academy Ltd

By order No. 1-09 dated 19.02.2021

Keon Academy Ltd

Method of evaluation and disposal of material resources

1. General Provisions

1.1 The achievement of learning outcomes provided for by professional educational programs in Keoni LLC Academy (hereinafter referred to as the Academy) is ensured by the material resources in the possession of the academy/practice facility, taking into account the limited number of professional students.

1.2 This rule regulates the method of disposal of material resources by the Academy's employees and professional students/trainees, including the methodology of regular assessment of resources according to professional education programs, professional training programs, and development plan development.

2. Management of material resources

2.1 The educational activities of the Academy are provided with the appropriate infrastructure and material resources of professional educational programs and professional training programs;

2.2 In order to effectively implement the professional educational program/add a new professional educational program (hereinafter, "the program"), a working group is created by the order of the director of the academy, one of the functions of which is to compare the material resources available in the academy with the recommended list of technical equipment given in the educational standard/module, to be searched for/purchased. Compilation of the list of resources and submission to the director of the academy;

2.3 The accountant coordinates the process of purchasing material resources for the implementation of the professional educational program/adding a new program together with the manager of the educational process;

2.4 The administration of the Academy is obliged to create appropriate conditions for the employees and professional students/trainees to perform their duties perfectly and to carry out training effectively and successfully.

2.5 The material resources required for the implementation of professional educational programs will be handed over to the head of the program, professional education teacher, professional student/trainee for activities and/or training by the ~~learning process manager/~~ ~~professional student/trainee~~. The professional students/trainees will be given the necessary material resources by the appropriate acceptance-handover act by the learning process manager/program head. The mentioned persons are responsible for the purposeful, intended use and proper exploitation of the transferred material resources.

2.7 During an emergency/force majeure/or other such situation, as herein

The document does not specify the academy/professional department

The material resources of the programs are disposed of in agreement with the director, by order or on the basis of the relevant act.

3. The rule of using material resources

3.1. Academy employees and professional students/trainees have the right to use the training workshop/laboratory in the academy, (environment C), according to the general rules of labor safety in force in the academy;

3.2 Academy employees and professional students/trainees are entitled to use the library resources in accordance with the Academy's "Library Regulations" and In accordance with the "Library Usage Rules".

3.3 Academy employees and professional students/trainees are authorized to use the Academy's information technologies in accordance with the rule of management of the educational process with infrastructure;

3.4. Academy employees and professional students/trainees are entitled to rest during the break between lectures To use the lobby in the building, the work in the academy and with a relaxing space.

3.5 Bathrooms, heating and ventilation systems of the Academy Responsible for the proper operation and protection and maintenance of the material technical base at the academy's disposal is the protection and security specialist;

3.5 Video cameras are installed on the external perimeter of the building, the recording is stored for 10 days, which is monitored by security and safety specialist;

4. Methodology of regular assessment of resources and development plan according to programs:

4.1. Accounting, storage, development and use process management of material resources owned by the Academy in coordination with the accountant is carried out by the manager of the learning process and the head of the corresponding program;

4.2 The inventory commission created by the order of the director conducts the inventory of the academy inventory of material resources every year;

4.3 Regular assessment of material resources of educational programs implemented by the head of the program;

4.4 no later than one before the beginning of the educational process in the educational program The material of the educational programs is going on in the college of the month Evaluating the resource and developing an appropriate plan for development. (See Appendix 1- sample plans)

4.5 The head of the corresponding program, the manager of the learning process and the accountant are involved in the development of the development plan. evaluation and development plan Performance is monitored by the Quality Assurance Manager and Director of the Academy.

5. Final provision

5.1 Damage to material resources, equipment and inventory of the College

In this case, the damages will be compensated according to the current legislation of Georgia Accordingly.

Appendix 1

Forms for material resource assessment development plans

(Note: the forms are of a recommendation nature, they can be modified as needed add another component or combine into one plan.)

Evaluation plan

Educational program

	Material resource assessment	responsible person/persons	Note
	1. It is suitable 2. needs repair 3. It is useless		
1			
2			
3			

Development plan -----

educational program

	material resource	The result of the chefs	Appropriate response	Responsible person/persons	Note