

v a m t k i c e b

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institutis direqtori,  
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nino farcvania

1 mai si, 2008 wel i

saj aro samarTI is iuridiul i piris \_  
andria razmaZis maTematikis institutis

## S i n a g a n a w e s i

### I. zogadi debul ebebi

1.1. es Sinaganawesi aregul irebs urTierTobebs institutis administraciassa da struqturul erTeul ebs, agreTve cal keul TanamSroml ebs Soris, gansazRvravs maT ufl eba-moval eobebs, saqarTvel os Sromis kodeqsis Sesabamisad awesrigebs TanamSromel Ta SromiT saqmianobasTan dakavSirebul zogierT sakiTxs.

1.2. am SinaganawesiT gaTval iswinebul i debul ebebisa da moTxovnebis Sesrul eba saval debul oa institutis TiToeul i TanamSromel isa da struqturul i erTeul isaTvis.

### II. struqturul i erTeul ebi da daqvemdebarebebi

2.1. instituti Sedgeba Semdegi struqturul i erTeul ebisagan: administracia (direqtori, moadgil e), samecniero ganyofil ebebi (9 ganyofil eba) da arasamecniero erTeul ebi (damxmare personal i).

2.2. institutis arasamecniero erTeul ebia:

- samecniero informaciis seqtori;
- informaciis kompiuterul i damuSavebis seqtori;
- buRal teria;
- kadrebis ganyofil eba;
- sameurneo nawil i.

2.3. samecniero ganyofil ebebi Sedian direqtoris administraciul daqvemdebarebaSi (sakadro pol itika, saStato ganrigi da sxva), amasTan inarCuneben srul damoukidebl obas samecniero Temebis SerCevaSi, gegmebis Sedgenasa da ganxorciel ebaSi, sxva samecniero da SemoqmedebiT saqmiano-baSi.

2.4. arasamecniero erTeul ebis saqmianobas warmarTavs institutis direqtori (direqtoris moadgil e), amasTan institutis administracia

uzrunvel yofs samecniero informaciisa da informaciis kompiuterul i damuSavebis seqtorebis gamarTul muSaobas samecniero ganyofil ebebis moTxovnebis Sesabamisad, maTi Seufferxebel i da maRal efeqturi saqmianobis uzrunvel sayofad.

### **III. ufl eba-moval eobebi**

3.1. institutis administracia ufl ebamosil ia moqmedi kanonmdebl obis fargl ebSi gankargos institutis uzravi da moZravi qoneba, warmarTos finansuri da ekonomikuri saqmianoba, ganaxorciel os kanoniT miniWebul i sxva qmedebebi.

3.2. institutis administracia pasuxismgebel ia institutis mier ganxorciel ebul i saqmianobis kanonierebaze, mizanSewonil obasa da efeqtianobaze.

3.3. TiToeul mecnier TanamSromel s saSual eba eZl eva ganyofil ebis mier SemuSavebul i programis fargl ebSi srul ad gamoavl inos Tavisi samecniero potencial i, ufl eba aqvs monawil eoba miiRos erovnul an saer-TaSoriso donis nebismier konkursSi da sagranto programaSi, dai kavos vakansiebi sxva samecniero an saswavl o dawesebul ebebSi, amasTan damatebiTi datvirTvebi xel s ar unda uSl ides ZiriTad samuSaosTan dakavSirebul i moval eobebis Sesrul ebas.

3.4. mecnieri TanamSromel i val debul ia asrul ebdes administraciis kanonier moTxovnebs, Sekrebebze cxaddebodes droul ad da gasarCevi sakiTxisaTvis momzadebul i masal ebiT monawil eobdes institutis sazogadoebriv saqmianobaSi.

3.5. institutis TanamSromel i (damxmare personal i) val debul ia daemorCil os zemdgomi administraciul i piris kanonier moTxovnebs da miTitebebs, uzrunvel yos masze dakisrebul i moval eobis droul ad da xarixianad Sesrul eba.

3.6. institutis TanamSromel s (damxmare personal s) ufl eba aqvs moTxovos administracias SromiTi xel Sekrul ebiT gaTval iswinebul i pirobemis Sesrul eba, normal uri samuSao garemos Seqmna (ganaTeBa, siTbo da sxva), Sromis kodeqsiT gansazRvrul i sxva debul ebebis ganxorciel eba.

### **IV. Sromis Sinaganawesi**

4.1. Sromis es Sinaganawesi gansazRvravs: samuSao kviris xangrZl ivobas, samuSao dRis xangrZl ivobas (reglaments), dasvenebis xangrZl ivobas, Sromis anazRaurebis gacemis dros da adgil s, anazRaurebadi Svebul ebis xangrZl ivobas, waxal ise bisa da pasuxismgebl obis saxes da maTi gamoyenebis wess, zeganakveTur samuSaos.

4.2. institutis mecnieri TanamSromel i muSaoben aranormirebul i samuSao dRis reJimSi, amitom maTTvis samuSao kviris da dRis xangrZl ivoba gansazRvrul i ar aris. aseve, maTTvis ar ikveTeBa zeganakveTuri samuSao da misi anazRaurebis wesi.

4.3. samuSao kviris xangrZI ivoba ganisazRvreba xuTi samuSao dRiT. uqme dReebia SabaTi da kvira. garda amisa, wl is ganmavl obaSi uqme dReebad iTvl eba saqarTvel os Sromis kodeqsSi (muxl i 20) miTiTebul i dReebi.

4.4. samuSao dRis xangrZI ivoba Seadgens 8 saaTs. samuSao dRis regl amenti aseTia:

- dasawyisi \_ 09.30 sT;
- SesveneBa \_ 13.00 sT-dan 13.30 sT-mde;
- damTavreba \_ 18.00 sT.

4.5. Sromis anazRaureba gaicema TveSi erTxel . yovel i samuSao Tvis 20 ricxvidan Tvis bol omde asanazRaurebadi Tanxebi Cairicxeba TanamSromel Ta pirad angariSebze.

4.6. institutis administracia (direqtori, moadgile) da samecniero personal i sargebl obs anazRaurebadi Svebul ebiT wel iwadSi 36 samuSao dRis odenobiT, damxmare personal i ki sargebl obs anazRaurebadi Svebul ebiT wel iwadSi 24 samuSao dRis odenobiT.

4.7. institutis TanamSromel s ufl eba aqvs agreTve isargebl os anazRaurebis gareSe Svebul ebiT: samecniero personal s wel iwadSi 36 samuSao dRis odenobiT, xol o damxmare personal s wel iwadSi 24 samuSao dRis odenobiT. garda amisa, SesaZI ebel ia aRniSnul i vadebis gagrZel eba, Tu es gamowveul ia gadaudebel i samedicino an oj axuri pirobebiT.

4.8. dakisrebul i moval eobis pirnaTI ad da zedmiwevniT kargad Sesrul ebisaTvis institutis mecnieri TanamSromel i (damxmare personal i) SeiZI eba dajil dovdes fuladi premiIT (xel fasebis saerto ekonomiis xarjze) \_ Tviuri saxel faso ganakveTis 100 procentis odenobiT. gamoiyeneba waxal ise bis iseTi forme bi, rogoricaa:

- brZanebiT madl obis gamocxadeba;
- wamaxal ise bel i sigel is gadacema.

4.9. Sinaganawesis an saxel Sekrul ebo val debul ebe bis Seusrul ebl obisaTvis mecnier TanamSromel s (damxmare personal s) brZanebiT SeiZI eba gamoecxados:

- sayveduri;
- sastiki sayveduri

an saxel Sekrul ebo vadis gasvl amde gaTavisufl des samuSaodan.

4.10. SromiTi urTierTobisas mxaris mier meore mxarisaTvis miyenebul i zianisaTvis material uri pasuxismgebl obis sakiTxi dgeba saqarTvel os kanonmdebl obiT dadgenil i wesiT.

4.11. SromiTi urTierTobis dros warmoSobil i uTanxmoebis gadasawyvetad mxareebs ufl eba aqvT mimarTon sasamarTI os, an arbitraJs.