|  |  |
| --- | --- |
| **UNIT** | **SAFRANBOU BAŞAK CENGİZ FACULTY OF ARCHITECTURE** |
| **SUB-UNIT NAME** | **All Affiliated Units** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **SENSITIVE TASKS** | **RISKS**  (Consequences of Failure to Perform Duty) | **CONTROLS/MEASURES**  (Precautions to be taken) | **CONTROL AND REVIEW PERIOD** | **RELATED UNIT/SERVICE** |
| 1 | As stated in Articles 4 and 5 of the Higher Education Law aim And in accordance with the principles movement to do | Disruption of education and training, problems in achieving institutional goals, institutional representation and competence problems to be experienced | Completion of the necessary studies to inform about the relevant articles and their requirements. | Continually | All Staff |
| 2 | Supervise the services carried out by the staff | Daily work flow And administrative disruption of work, loss of rights | Workflow processes in time units in its place to be brought, Preparation of documents and delivery to relevant places, timely maintenance of technical usage devices And elimination of deficiencies | Continually | Relating to Unit Managers |
| 3 | Preparing internal control, strategic plans and activity reports and monitoring their results | of education and training , failure to achieve institutional goals, inefficiency low | To ensure data flow in contact with the faculty and other administrative units and to ensure that updates are shared within the framework of the necessary division of labor regarding the academic year. | Per year 2 times | Deanery Position  Strategic Plan Preparation Committee  Drink Control Monitoring and Evaluation Committee |
| 4 | Planning the work on lesson plans, distribution of classrooms, exam programs, and creating groups for these tasks.  presidential to do | Loss of rights and justice in case of failure to provide quality education and unfair distribution of classes. | Making necessary arrangements in contact with departments and administrative units and developing a strict control system. | Periodic (Autumn- Spring) | Section President |
| 5 | Monitoring student numbers, achievement status and keeping statistics | Inefficiency in teaching due to student-teacher inequality. High failure rate of students. | Contacting the upper units to ensure that the faculty member-student ratio is at an acceptable level. | Semester (Fall-Spring) | Dean  Vice Dean  Head of Department  Advisor |
| 6 | Conducting studies and follow-up on horizontal transfer, vertical transfer, double major, minor international student admissions | Loss of rights for students who want to benefit from relevant opportunities | To select appropriate personnel in coordination with departments in the establishment of commissions and to ensure their supervised work. | Semester (Fall-Spring) | Vice Dean Head of Department  Student Affairs Staff Exemption and Adaptation Committee |
| 7 | To supervise all kinds of activities organized by student clubs and students. | Emergence of illegal activities among students . | To be in constant contact with the department, students and relevant units. To improve the control mechanism. | Continually | Vice Dean  Head of Department |
| 8 | Writing down the Board's decisions and notifying them to the relevant parties | Waste of time, accountability, investigation, loss of reputation and trust | meeting decisions are written and notified in a timely manner | Continually | Faculty Secretary  Personnel in the Relevant Field |
| 9 | Preparation of confidential documents, monitoring and implementation of laws and regulations | Damage to public and individual rights and interests due to leakage of confidential information, loss of reputation and trust, loss of rights, wrongful action, waste of resources. | Notifying the personnel of the nature of the information and documents and following up on the changes made.  to be done | Continually | All Staff |
| 10 | Staff request studies, execution of staff procedures | Loss of rights | Carrying out in a planned and programmed manner. Fulfilling the workflows on time and eliminating deficiencies. | Continually | Dean  Faculty Board of Directors Faculty Board of Directors  Department Heads Department Heads Faculty Secretary  Administrative Staff in the Relevant Field |
| 11 | Preparation and management of the budget | Budget deficit, fines and imprisonment, financial loss, disruption of education services | Those who prepare the budget must be conscious and able to foresee the expenditure that will occur in the coming years. | Continually | Dean's Office Faculty Board of Directors Officer in the Related Field  Administrative Staff |
| 12 | Ensuring that the installations and technical equipment are in working order, troubleshooting and monitoring malfunctions  to be done regularly | Endangering security and disrupting education due to carelessness | Detecting faults in a timely manner and informing the relevant units for repair, and following up the process until the problem is resolved. | Continually | Faculty Secretary  Administrative Staff in the Relevant Field |
| 13 | Assignment procedures carried out in accordance with Law No. 2547 | Timely assignments  grievances arising from non-performance | Assignment requests must be entered into the Personnel Affairs module system in a timely and complete manner, and requests must be notified to the Dean's Office at least 15 days in advance. | Continually | Department Head  Administrative Staff in the Relevant Field |
| 14 | To ensure that the course schedule and course assignments are made fairly, objectively and in accordance with the academic staff's scientific fields.  to ensure | Disruption of education, loss of student rights, failure to fulfill institutional goals | Organizing board meetings regularly, ensuring coordination among academic staff, and performing current checks. | Semester (Fall-Spring) | Faculty Board of Directors Head of Department/Main Science |
| 15 | To monitor the coordination between course distribution and department staff structure and to determine staff needs. | Disruption of education and training, excessive workload on existing faculty members, the necessity to devote all time to education, and the inability to allocate the minimum time and resources required for research and publication. | academic board meetings regularly , receiving feedback from faculty members about course intensity and efficiency, making contacts, requests, communication and correspondence. | Semester (Fall-Spring) | Head of Department  Vice President of Department |
| 16 | To carry out studies on exchange programs | Loss of student and faculty rights, decrease in efficiency, failure of education to acquire the desired dynamism | The relevant coordinators carry out their work within the framework of incoming demands and requirements, domestic connections and international  to make bilateral agreements with | Semester (Fall-Spring) | Related Committees Academic Staff |
| 17 | To ensure that the selection and assignments required in the department are made on time by contacting the Dean's Office. | Decrease in intra-unit coordination and efficiency, inability to complete current work on time and properly, management weakness, failure to achieve corporate goals | Providing necessary instructions to ensure that periodic activities are carried out on time, making the necessary division of labor, actual auditing and periodic reporting and correspondence. | Continually | Head of Department/Main Science |
| 18 | Disabled and international  Dealing with students' wishes, complaints and suggestions | Disruption of education and training, loss of student rights | Communicating with relevant stakeholders , | Continually | Teaching Staff |
| 19 | Evaluating the situations of students on sick leave and on leave | student rights, disruption of education and training | To supervise and coordinate to ensure timely delivery of relevant documents and correspondence, and to fulfill the requirements of reports and permits. | Semester (Fall-Spring) | Faculty Board of Directors |
| 20 | student counseling services and organize meetings with students | Failure to achieve educational goals, increased individual problems, lack of motivation | Coordinating consultancy services and ensuring that meetings, seminars and related activities are held periodically. | Continually | Head of Department/Main Science  Department Instructor |
| 21 | scientific meetings and providing incentives to increase the scientific research and publication power of the department. | Problems in achieving institutional goals, inadequacy and weakness in research | Organizing activities such as symposiums, conferences and panels, motivating them for their organization, planning, informing, encouraging and motivating the unit personnel about similar activities being held in the surrounding area and related places, and informing them about publications. | Continually | Dean  Vice Dean  Head of Department/Main Science |
| 22 | Ensuring the active participation of academic staff and students in scientific research projects and  execution in accordance with the schedule. | Promotion and preference, loss of rights | Announcing project announcements on the website and within the institution, making relevant assignments | Continually | Vice Dean Department Head  Head of Department Advisor |
| 23 | Student Course Selectionand  Approval Procedures | Victimization of students, loss of rights | Necessary controls via OBS  done on time | Semester (Fall-Spring) | Consultants |
| 24 | Student scholarships, part-time student recruitment | Student victimization, loss of rights | Making timely evaluations and announcements to students | Once a year | Scholarship and Part-Time Student Committee  All Staff |
| 25 | To ensure efficient, effective and economical use of resources. | Public harm, disruptions in achieving corporate goals, loss of rights | Informing department faculty members about the relevant articles and their requirements, communicating in the context of the sensitivity of the situation, and ensuring coordination for the protection of public property. | Continually | All Staff |
| 26 | Preparation of payment documents regarding salary, extra lessons, overtime, travel allowance and purchasing | payments , reduction of complaints, penal sanctions and grievances/loss of rights that may occur due to incorrect payments, penal sanctions, incorrect payment,  accountability | Ensuring coordination between units, performing controls correctly, not causing delay penalties | Continually | Administrative and Financial Affairs Unit Personnel |
| 27 | To take and ensure that necessary precautions are taken for the receipt of movable goods, their placement in storage and protection against fire, wetting, deterioration, theft and similar dangers.  to ensure | Preventing damage to public goods, delivery and protection of goods according to the features specified in technical specifications. Risk of financial loss, profiteering and corruption | Ensuring that entry and exit procedures are carried out on time and that documents and tables are kept in order.  Performing the checks correctly, taking the necessary precautions and securing the movables. | Continually | Administrative Financial Affairs Unit Personnel |
| 28 | Keeping fixed asset records regularly | public resources and prevention of waste and damage | Correct controls, registration  Keeping information up to date, carrying out embezzlement transactions | Continually | Administrative Financial Affairs Unit Personnel |
| 29 | Personnel affairs of our Faculty's Academic and Administrative Staff | Loss of rights arising from failure to carry out personnel matters on time and properly. | Correspondence with relevant units and  Taking necessary measures to ensure timely notifications | Continually | Personnel Affairs Unit Personnel |
| 30 | Preparing periodicals on time and sending them to relevant units, and keeping general track of documents arriving at the office. | Individual and institutional grievances, penal sanctions, criticism and loss of reputation of the administration due to delayed, incomplete or non-existent correspondence, rights  loss | The assigned personnel must carry out the work on time and follow up. | Continually | Personnel Affairs Unit Personnel |
| 31 | Preparation and timely submission of Goods Declaration Forms  to be reported | Penalty Sanctions. Investigation. Fulfillment of the requirements of the legislation.  not brought. | Carrying out follow-up operations within the legal period. | Continually | All Staff |
| 32 | Updating the faculty website | Due to the fact that the web page is not up-to-date and the information is incomplete, stakeholders  misleading, loss of reputation of the administration | Monitoring the up-to-dateness of the web page | Continually | Unit Secretary  IT and Web Commission |
| 33 | All kinds of information about students  send the document on time | Loss of rights and time | Paying attention to correspondence periods and responding on time | Continually | Student Affairs Unit Staff |
| 34 | Carrying out student registration and advisor appointment procedures | Negativities arising from incomplete and incorrect data entry in the records and incomplete and incorrect documents requested, student's course assignment  experiencing problems in their transactions | Fulfilling the workflows on time and eliminating deficiencies, performing the necessary checks on time via OBS | Semester (Fall – Spring) | Student Affairs Unit Staff |