



TR
KARABÜK UNIVERSITY
SENSITIVE TASK DETECTION FORM

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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



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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



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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	Semester (Fall-Spring)	Related Committees Academic Staff



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			to make bilateral agreements with		
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



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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 Selection and 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.	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



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	to ensure				
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



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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
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