



**T.C.**  
**KARABUK UNIVERSITY**  
**Precision Task Detection Form**

<b>Doküman No</b>	<b>UNİKA-FRM-0212</b>
Yayın Tarihi	22.07.2022
Revizyon Tarihi	-
Revizyon No	0

<b>DEPARTMENT</b>	FACULTY OF BUSINESS
<b>SUBUNIT</b>	

<b>S/N</b>	<b>SENSITIVE TASKS</b>	<b>RİSCS</b> <i>(The Consequences of Failure to Fulfill the Duty)</i>	<b>CONTROLS/PRECAUTIONS</b> <i>(Precautionary Measures to be Taken)</i>	<b>REVIEW AND INSPECTION PERIOD</b>	<b>RELATED DEPARTMENT/SERVICE</b>
<b>1</b>	* Authorization for Expenditure	* Making expenditures beyond the allocated budget. * Ineffective, uneconomical, and inefficient utilization of funds. * Failure to adhere to established procedures and principles for the realization of a business, goods, or services in order to incur an expense from the budget.	* Controlling the funds through the utilized systems, addressing real needs in accordance with incoming requests, and ensuring that expenditures are carried out within the framework of relevant legislation.		<b>DEAN</b>

**T.C.**  
**KARABUK UNIVERSITY**  
**Precision Task Detection Form**

<b>2</b>	<ul style="list-style-type: none"> <li>* Acting in accordance with the purposes and principles specified in Articles 4 and 5 of the Higher Education Law.</li> <li>* Chairing committees such as the Faculty Academic Council, Faculty Board, and Faculty Management Board in the absence of the Dean.</li> <li>* Monitoring student numbers, tracking academic performance, and keeping statistics.</li> </ul>	<ul style="list-style-type: none"> <li>* Disruption in education and instruction, experiencing setbacks in achieving institutional goals, and encountering issues in institutional representation and competence.</li> <li>* Delays in committee meetings and administrative processes leading to rights loss.</li> <li>* Inability to provide quality education and unfair distribution of courses resulting in loss of rights and justice.</li> <li>* Inefficient teaching in student-faculty inequality and high student failure rates.</li> </ul>	<ul style="list-style-type: none"> <li>* Completion of necessary efforts to meet the standards and requirements.</li> <li>* Timely chairing of committees.</li> <li>* Making necessary arrangements in coordination with departments and administrative units and developing a strict control system.</li> <li>* Recruiting teaching staff.</li> <li>Maintaining contact with higher authorities to normalize student numbers.</li> <li>* Ensuring the effective functioning of education commissions through careful selection and rigorous control.</li> <li>* Seeking assistance from departments.</li> </ul>	<b>VICE DEANS</b>
----------	---	---	--	-------------------



**T.C.**  
**KARABÜK UNIVERSITY**  
**Precision Task Detection Form**

<b>Doküman No</b>	<b>UNİKA-FRM-000</b>
Yayın Tarihi	22.06.2022
Revizyon Tarihi	-
Revizyon No	0

<ul style="list-style-type: none"><li>* Conducting work and follow-up related to horizontal transfers, vertical transfers, double major programs, and admission of foreign students.</li><li>* Monitoring student investigation files and chairing committees established for this purpose.</li><li>* Supervising all kinds of activities organized by student clubs and students.</li><li>* Listening to and resolving student issues on behalf of the dean.</li><li>* Planning activities related to course schedules, allocation of classrooms, and exam schedules, and coordinating the work of groups formed for these tasks.</li><li>* Coordinating the execution of plans for the use and repair of faculty buildings and the allocation of rooms.</li><li>* Overseeing the implementation of evening classes, meeting faculty needs, and ensuring the selection and supervision of assigned personnel.</li></ul>	<ul style="list-style-type: none"><li>* Loss of rights for students wishing to benefit from relevant facilities.</li><li>* Disruption of order among students or the emergence of an unfair environment.</li><li>* Occurrence of unlawful activities among students.</li><li>* Neglected issues growing and leading to the disruption of peace throughout the faculty.</li><li>* Emergence of physical problems resulting in a loss of rights.</li><li>* Disruption of daily workflow and administrative tasks, resulting in loss of rights.</li><li>* Occurrence of disruptions in education, teaching, and administrative affairs, leading to loss of rights.</li><li>* Decrease in productivity and quality.</li><li>* Decrease in staff productivity, experiencing disruptions in workflow.</li><li>* Disruption in education and teaching, failure to achieve institutional goals, decrease in efficiency.</li></ul>	<ul style="list-style-type: none"><li>* Ensuring that investigations are conducted in accordance with laws and regulations.</li><li>* Maintaining constant communication with departments, students, and relevant units. Enhancing control mechanisms.</li><li>* Encouraging faculty members to address general issues and seek solutions with the administration whenever possible. Seeking assistance from experts when necessary.</li><li>* Timely completion of workflow processes in units, preparation and delivery of documents to relevant parties, conducting timely maintenance of technical equipment, and addressing deficiencies.</li><li>* Making necessary arrangements in coordination with departments and administrative units.</li><li>* Overseeing routine daily checks, providing necessary warnings and making</li></ul>		
--	---	--	--	--



**T.C.**  
**KARABUK UNIVERSITY**  
**Precision Task Detection Form**

<b>Doküman No</b>	<b>UNİKA-FRM-000</b>
Yayın Tarihi	22.06.2022
Revizyon Tarihi	-
Revizyon No	0

<p>* Supervising cleaning services and environmental arrangements. * Participating in internal control, strategic planning, and activity reporting.</p>		<p>adjustments as needed. * Procuring necessary equipment in accordance with procedures in coordination with departments and administrative units, and overseeing follow-up correspondence. * Ensuring the flow of information between the department and other administrative units, and facilitating the sharing of updates within the framework of necessary division of responsibilities for the academic year.</p>		
<p>* Acting in accordance with the objectives and principles stated in Articles 4 and 5 of the Higher Education Law. * Ensuring that the curriculum and assignment of courses are fair, objective, and aligned with the academic fields of the teaching staff. * Monitoring the coordination between the course distribution and the department's staffing structure and determining</p>	<p>*Disruption in education and teaching, encountering obstacles in achieving institutional goals, facing issues in institutional representation and competency. * Disruption in education and teaching, resulting in loss of student rights, failure to fulfill institutional goals. * Disruption in education and teaching, excessive workload on existing faculty members, the necessity for all time to be devoted to education, and the inability to allocate the necessary minimum</p>	<p>* Getting in touch with administrative units for information and clarification regarding relevant articles and requirements. * Ensuring regular academic council meetings, coordinating among faculty members, conducting current checks. * Ensuring regular academic council meetings, obtaining feedback from faculty members regarding course load and efficiency, conducting necessary checks, communication,</p>		<p><b>DEPARTMENT CHAIRS</b></p>

T.C.

KARABUK UNIVERSITY

Precision Task Detection Form

3	the staffing needs.	time and resources for research and publication. * Disruption in education and teaching, failure to achieve institutional goals, decrease in productivity.	requests, and correspondence. * Ensuring timely convening of departmental academic councils, ensuring necessary task division and update sharing regarding the semester and academic year.		



**T.C.**  
**KARABÜK UNIVERSITY**  
**Precision Task Detection Form**

<b>Doküman No</b>	<b>UNİKA-FRM-000</b>
Yayın Tarihi	22.06.2022
Revizyon Tarihi	-
Revizyon No	0

<p>** Conducting activities related to exchange programs such as Erasmus and Farabi.</p> <p>* Ensuring that selections and assignments that need to be made in the department are carried out in a timely manner by establishing contact with the Dean's Office.</p> <p>* Monitoring students' academic performance, evaluating the results, and providing information and assessments within the unit and within the scope of the Dean's Office.</p> <p>* Dealing with the issues of disabled and foreign national students.</p> <p>* Assessing the situations of students on leave or with permission.</p> <p>* Submitting documents related to overtime payments to the Dean's Office on time.</p> <p>* Ensuring the regular operation of graduate programs.</p> <p>* Providing student counseling services and organizing meetings with students.</p>	<p>* Loss of student and faculty rights, decrease in productivity, failure of education to achieve the desired dynamism, and the emergence of a monotonous appearance.</p> <p>* Intra-unit coordination and decrease in productivity, failure to perform current tasks in a timely and adequate manner, administrative weaknesses, failure to achieve institutional goals.</p> <p>* Direct contribution to the phenomenon of weakness, inadequacy, and unqualified unemployment in the graduate student profile.</p> <p>* Disruption of education and teaching, loss of student rights - Loss of student rights, disruption of education and teaching.</p> <p>* Disruption of overtime payments, delays in payment plans of department faculty members who make transactions and expenditures considering these payments, exposure to unnecessary payment penalties.</p> <p>* Loss of trust and reputation, loss of success, falling behind in being preferred - Failure to achieve educational goals, increase in individual problems, lack of motivation.</p> <p>* Problems in achieving institutional goals, institutional monotony, inadequacy and weakness in the research dimension - Weak communication between the Department and the Dean's Office, lack of coordination, and disruption in administrative affairs.</p>	<p>* Ensuring that department Erasmus and Farabi coordinators work in line with relevant requests and requirements, facilitating domestic connections and bilateral agreements with foreign institutions.</p> <p>* Issuing necessary instructions for timely completion of periodic activities, ensuring necessary division of tasks, conducting regular checks, and periodic reporting and correspondence.</p> <p>* Frequently convening the department's academic council, obtaining feedback on the efficiency of courses, resolving relevant issues, and ensuring that unresolved problems within the department are communicated to higher authorities.</p> <p>* Maintaining active communication with relevant stakeholders, receiving complaints, and providing timely solutions.</p> <p>* Coordinating and overseeing the timely transmission of relevant documents and correspondence, fulfilling the requirements of reports and permissions.</p>		
---	--	---	--	--



**T.C.**  
**KARABÜK UNIVERSITY**  
**Precision Task Detection Form**

<b>Doküman No</b>	<b>UNİKA-FRM-000</b>
Yayın Tarihi	22.06.2022
Revizyon Tarihi	-
Revizyon No	0

<p>*Organizing scientific meetings and encouraging activities that enhance the department's scientific research and publication capabilities. * Representing the department by attending Faculty Board meetings. * Preparation of exam schedules. * Holding a departmental academic meeting before the start of the academic year. * Conducting end-of-term academic and general performance evaluation meetings.</p>	<p>* Loss of student rights, disruption in education and teaching. * Lack of communication and coordination among department faculty members, failure to fulfill job responsibilities, disruptions in tasks. * Deviation from academic institutional goals, emergence of a sense of disorganization and aimlessness, lack of motivation, decreased productivity.</p>	<p>* Ensuring timely evaluation, preparation, and submission of information, documents, and records related to overtime payments to the relevant unit, and coordinating necessary actions for this purpose. * Collaborating with institutes and administrative units to ensure necessary coordination. * Coordinating counseling services and ensuring the organization of periodic meetings, seminars, and relevant activities. * Organizing events such as symposiums, conferences, and panels, motivating for their organization, planning, and informing unit personnel about similar ongoing activities in the vicinity and relevant locations, encouraging, motivating, and providing information about publication, setting goals, ensuring motivation, and informing the higher authority to secure necessary financial resources. * Attending board meetings, communicating any excuses, appointing a deputy department chairperson as a substitute if</p>		
---	--	---	--	--



**T.C.**  
**KARABUK UNIVERSITY**  
**Precision Task Detection Form**

<b>Doküman No</b>	<b>UNİKA-FRM-000</b>
Yayın Tarihi	22.06.2022
Revizyon Tarihi	-
Revizyon No	0

			<p>necessary, conducting necessary meetings with faculty members, ensuring the timely preparation and implementation of the exam schedule.</p> <p>* Ensuring the necessary academic council meetings are held at the beginning of each academic semester.</p> <p>* Organizing meetings at the end of each academic semester for evaluations related to the process, including educational, social, and other relevant aspects, and transmitting relevant information, status updates, and complaints to the higher authority.</p>		
<b>4</b>	<ul style="list-style-type: none"><li>* Implementation Responsibility</li><li>* Making assignments to replace personnel who have left their positions</li><li>* Drafting decisions of the Faculty Board, Faculty Executive Board, and Disciplinary Board</li><li>* Monitoring and implementing laws, regulations, and other legislation</li><li>* Staffing requests and related procedures</li></ul>	<ul style="list-style-type: none"><li>*Disruption of the provided service, time loss, causing damage to the public, loss of trust</li><li>* Failure to fulfill duties</li><li>* Loss of time</li><li>* Loss of rights, incorrect procedures, waste of resources</li><li>* Budget deficit and loss of rights</li><li>* Damage to reputation and loss of trust</li></ul>	<ul style="list-style-type: none"><li>* Ensuring the participation of relevant personnel in various training programs to ensure their mastery of legislation, and ensuring the follow-up of legislative changes,</li><li>* Ensuring coordination between units and timely assignments,</li><li>* Timely fulfillment of duties,</li><li>* Tracking the changes made.</li></ul>		<b>FACULTY SECRETARY</b>





**T.C.**  
**KARABÜK UNIVERSITY**  
**Precision Task Detection Form**

<b>Doküman No</b>	<b>UNİKA-FRM-000</b>
Yayın Tarihi	22.06.2022
Revizyon Tarihi	-
Revizyon No	0

<ul style="list-style-type: none"><li>*Preparation and management of the budget</li><li>* Drafting confidential correspondence</li><li>* Supervising the procurement and movable property transactions process.</li></ul>		<ul style="list-style-type: none"><li>* Carrying out the process in a planned and organized manner.</li><li>* Ensuring that the person responsible is aware of future expenditure projections.</li><li>* Adhering to confidentiality requirements.</li></ul>		
<ul style="list-style-type: none"><li>* Keeping track of incoming documents to the office.</li><li>* Diligently monitoring incoming and outgoing documents and distributing them with care.</li><li>* Timely notification of meeting agendas to faculty members.</li><li>* Safeguarding all relevant information and documents of the faculty to prevent unauthorized access.</li><li>* Monitoring periodic correspondence.</li><li>* Adhering to ethical rules of the faculty and supporting internal control activities.</li></ul>	<ul style="list-style-type: none"><li>* Loss of rights or entitlements.</li><li>* Disruption of workflow and misplacement of documents.</li><li>* Interruption or cancellation of meetings.</li><li>* Inability to access required information and documents.</li><li>* Decreased efficiency leading to incomplete preparation of programs.</li></ul>	<ul style="list-style-type: none"><li>* Performing follow-up procedures within the legal timeframe.</li><li>* Tracking documents.</li><li>* Diligently monitoring workflow.</li><li>* Reviewing the significance of the task once again.</li><li>* Providing timely responses to periodic correspondence.</li><li>* Ensuring that the responsible individual is well-informed to prevent losses in future years.</li></ul>		<b>CHIEF</b>



**T.C.**  
**KARABÜK UNIVERSITY**  
**Precision Task Detection Form**

<b>Doküman No</b>	<b>UNİKA-FRM-000</b>
Yayın Tarihi	22.06.2022
Revizyon Tarihi	-
Revizyon No	0

<b>6</b>	<ul style="list-style-type: none"><li>*Payment of overtime fees for academic staff</li><li>*Payment for jury assignments</li><li>*Preparation of procurement documents</li></ul>	<ul style="list-style-type: none"><li>*Loss of rights</li><li>*If the budget is inadequately prepared, there will be a shortfall in funds from the public</li><li>*Public loss if procurement process delays or acquisitions do not occur</li></ul>	<ul style="list-style-type: none"><li>*Ensuring coordination between units</li><li>*Completion of tracking processes within legal deadlines</li><li>*Consciousness of the preparer for forecasting future expenses</li><li>*Completion of tracking processes within legal deadlines</li></ul>	<b>FINANCIAL AFFAIRS</b>
<b>7</b>	<ul style="list-style-type: none"><li>Receiving movable goods by measuring and counting, placing them in the warehouse</li><li>*Examining and receiving movable goods that cannot be immediately inspected and accepted, preventing their use before final acceptance</li><li>*Keeping records of the entry and exit of movable goods, preparing documents and tables related to them, and preparing movable asset management account statements</li><li>*Taking necessary measures and ensuring</li></ul>	<ul style="list-style-type: none"><li>*Financial loss, benefiting improperly, corruption</li><li>*Risk of causing damage to public funds</li><li>*Failure to control movable assets in the unit, failure to prepare necessary documents on time resulting in public loss</li><li>*Risk of causing damage to public funds</li><li>*Public loss, hindrance to work, inability to perform tasks</li><li>*Risk of causing damage to public funds, financial loss</li><li>*Risk of causing damage to public funds, loss of reputation</li></ul>	<ul style="list-style-type: none"><li>*Controls to be performed by competent individuals, adherence to procedural steps</li><li>*Immediate processing of entries and exits of movable assets, maintaining proper documentation and records</li><li>*Accurate controls, taking necessary precautions to secure the movable assets</li><li>*Regular maintenance of inventory control at specified intervals</li><li>*Consciousness of the preparer, ensuring all movable assets in the unit are properly registered</li><li>*Accurate controls enable</li></ul>	<b>MOVABLE PROPERTY REGISTRATION OFFICER</b>



**T.C.**  
**KARABUK UNIVERSITY**  
**Precision Task Detection Form**

<b>Doküman No</b>	<b>UNİKA-FRM-000</b>
Yayın Tarihi	22.06.2022
Revizyon Tarihi	-
Revizyon No	0

their implementation for the protection of movable goods against risks such as fire, water damage, spoilage, theft, and similar hazards *Conducting inventory and stock control in the warehouse, informing the authorized spending officer of movable goods falling below the minimum stock level determined by the spending authority *Payment of travel allowances for assignments		conscious identification of needs		
---	--	-----------------------------------	--	--

T.C.

KARABUK UNIVERSITY  
Precision Task Detection Form

8	<ul style="list-style-type: none"><li>*Ensuring timely provision of personnel rights in salary preparation</li><li>*Handling extension of duty period procedures for academic staff</li><li>*Conducting separation/termination processes for academic and administrative personnel</li><li>*Managing military service correspondence</li><li>*Coordinating announcements regarding academic positions</li><li>*Tracking periodic correspondence</li><li>*Ensuring necessary adjustments within the office at the end of periods and fiscal years</li></ul>	<ul style="list-style-type: none"><li>*Loss of rights</li><li>*Non-compliance with laws and disruption of order</li><li>*Decrease in productivity</li></ul>	<ul style="list-style-type: none"><li>*Performing tracking processes within legal timeframes</li><li>*Paying attention to correspondence deadlines and providing timely responses</li><li>*Completing tasks within specified timeframes</li></ul>		<b>PERSONNEL – SALARY AFFAIRS</b>
---	--	---	---	--	---------------------------------------

**T.C.**  
**KARABUK UNIVERSITY**  
**Precision Task Detection Form**



<b>Doküman No</b>	<b>UNİKA-FRM-000</b>
Yayın Tarihi	22.06.2022
Revizyon Tarihi	-
Revizyon No	0

<b>9</b>	<ul style="list-style-type: none"><li>* Recording incoming and outgoing correspondence and conducting related correspondence in a timely manner, entering all kinds of documents received via mail, courier, or fax into the records as of the date of receipt, and forwarding them to the relevant department and individual,</li><li>* Ensuring necessary arrangements within the office at the end of the term and fiscal year.</li></ul>	<ul style="list-style-type: none"><li>* Loss of rights</li><li>* Non-compliance with laws and disruption of order</li><li>* Decrease in work efficiency</li></ul>	<ul style="list-style-type: none"><li>* Carrying out follow-up procedures within the legal timeframe</li><li>* Paying attention to correspondence deadlines and providing timely responses</li><li>* Completing tasks on time</li></ul>	<b>THE CORRESPONDENCE DEPARTMENT</b>
----------	--	---	---	--

**T.C.**  
**KARABUK UNIVERSITY**  
**Precision Task Detection Form**

<b>9</b>	<ul style="list-style-type: none"> <li>* Ensuring timely correspondence related to the department</li> <li>* Making calls for departmental board meetings, drafting meeting minutes, and notifying relevant parties</li> <li>* Custodianship of departmental assets for the Department Chairmanship</li> <li>* Safeguarding official information and documents belonging to the Department Chairmanship, as well as archiving department-related documents</li> <li>* Assisting in the timely preparation of teaching assignments, weekly class schedules, and examination schedules related to Education and Teaching</li> <li>* Systematic backup of departmental correspondence, including incoming and outgoing documents</li> <li>* Compiling statistics on departmental student numbers, academic performance, and graduation rates</li> </ul>	<ul style="list-style-type: none"> <li>* Causing confusion</li> <li>* Disruption of board meetings, resulting in loss of time</li> <li>* Public and personal detriment</li> <li>* Causing damage to public interests and individual rights</li> <li>* Incomplete preparation of programs leading to inefficiency</li> <li>* Occurrence of administrative issues within the department</li> <li>* Lack of statistical information and data</li> </ul>	<ul style="list-style-type: none"> <li>* Ensuring departmental coordination and error-free processes</li> <li>* Errors are unacceptable</li> <li>* The person responsible should be conscientious to prevent future losses</li> <li>* Ensuring controlled and accurate entry of departmental data</li> </ul>	<b>DEPARTMENTAL SECRETARIAT</b>
----------	--	--	--	-------------------------------------

**T.C.**  
**KARABUK UNIVERSITY**  
**Precision Task Detection Form**