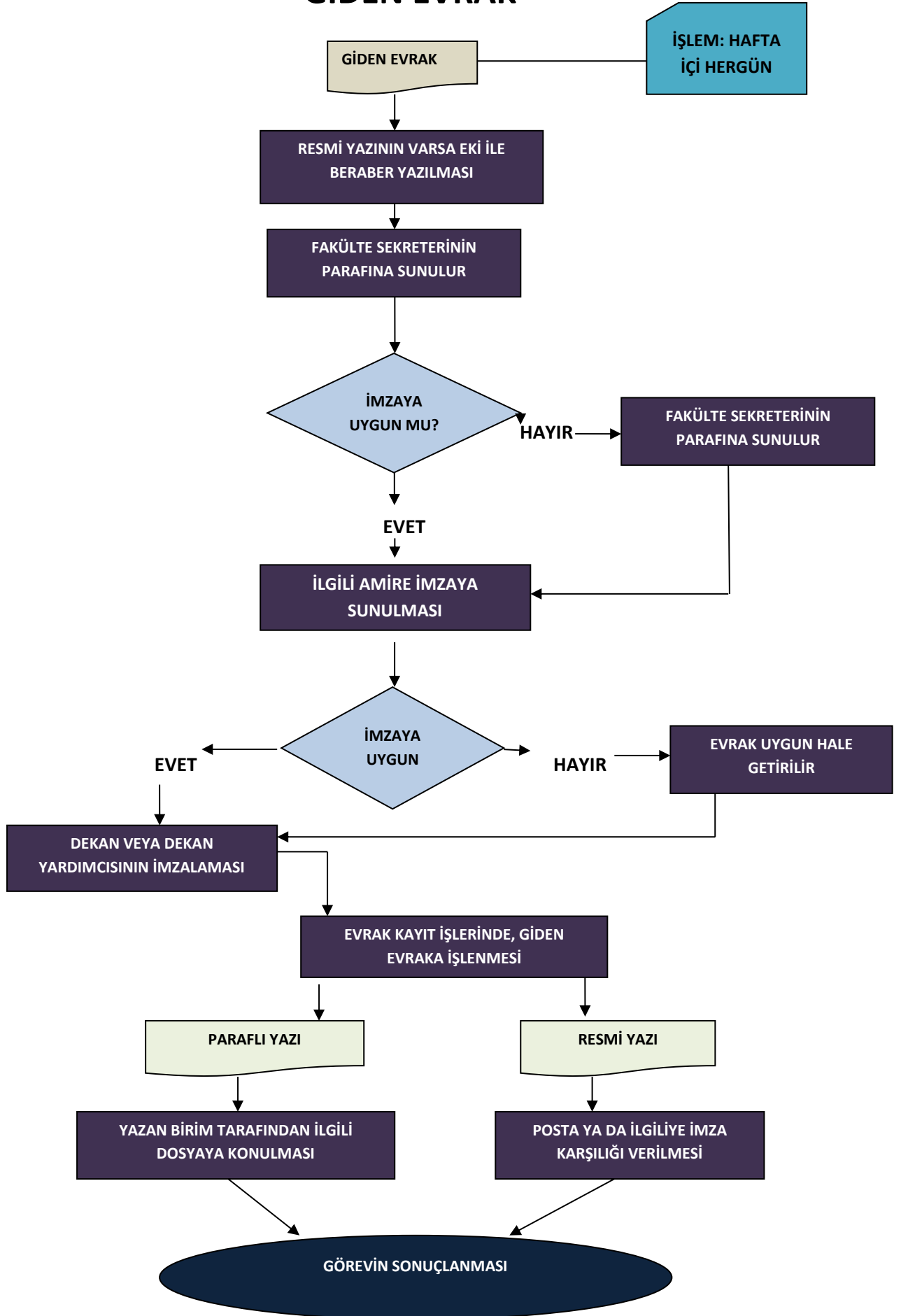
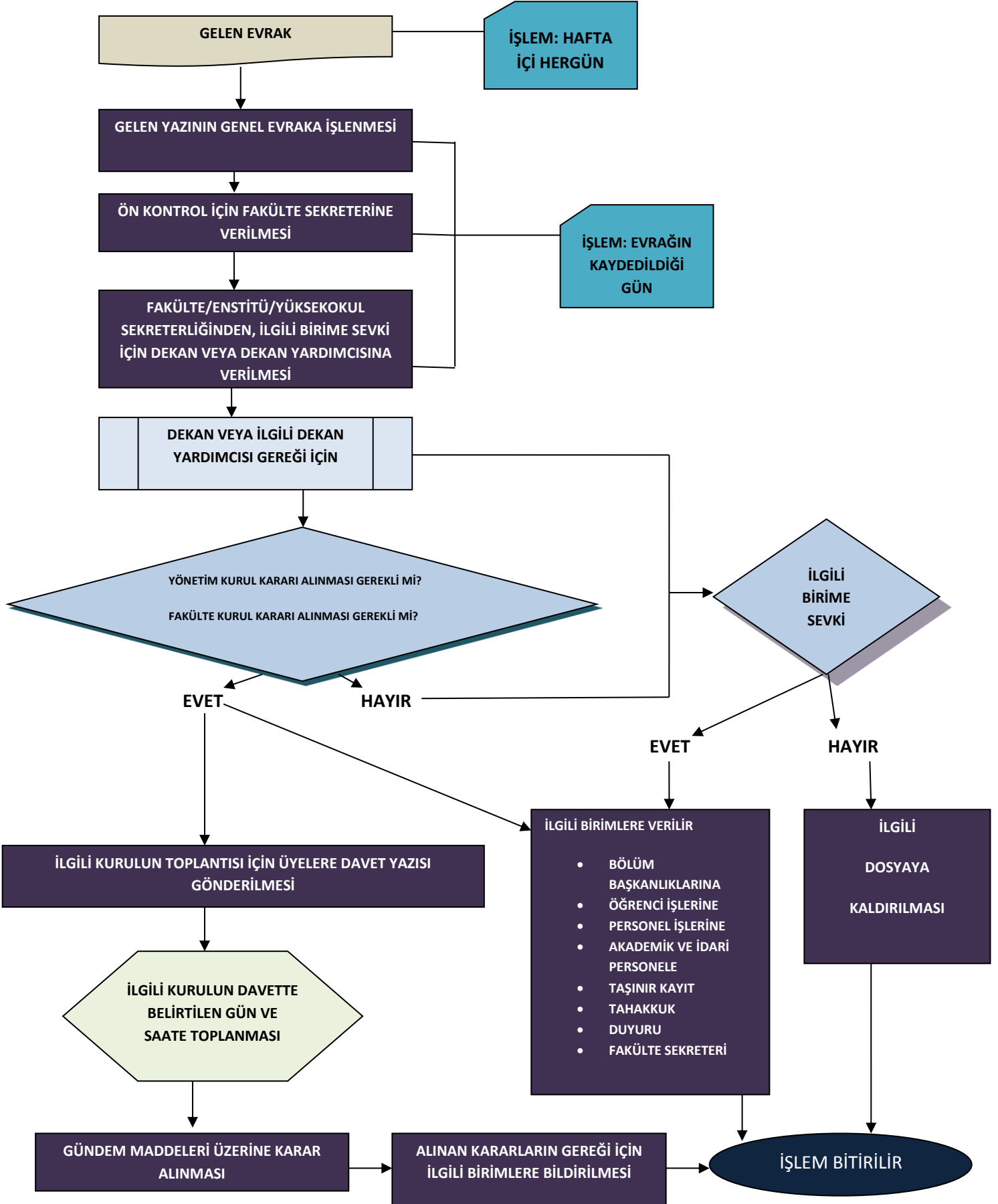


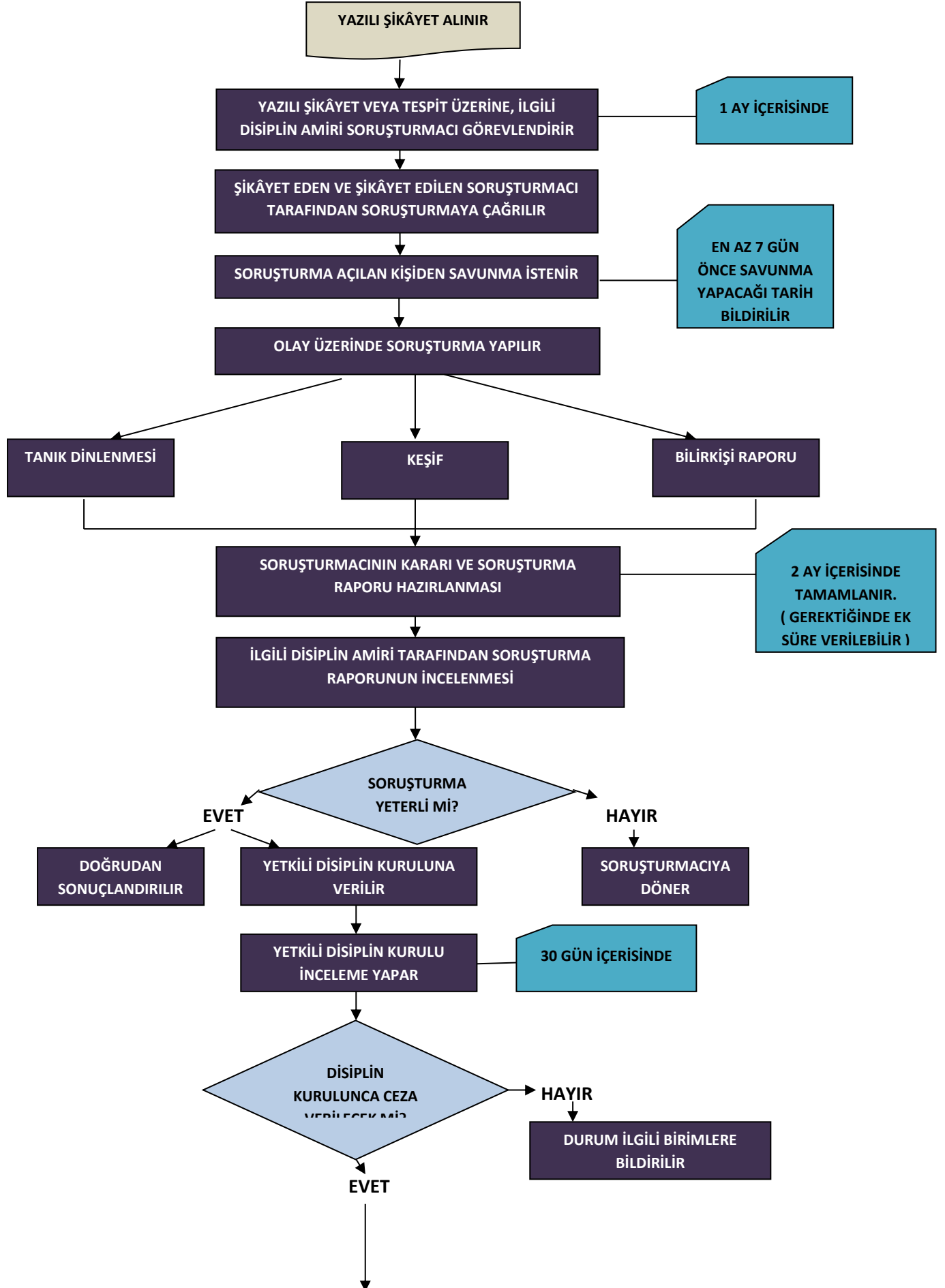
GİDEN EVRAK

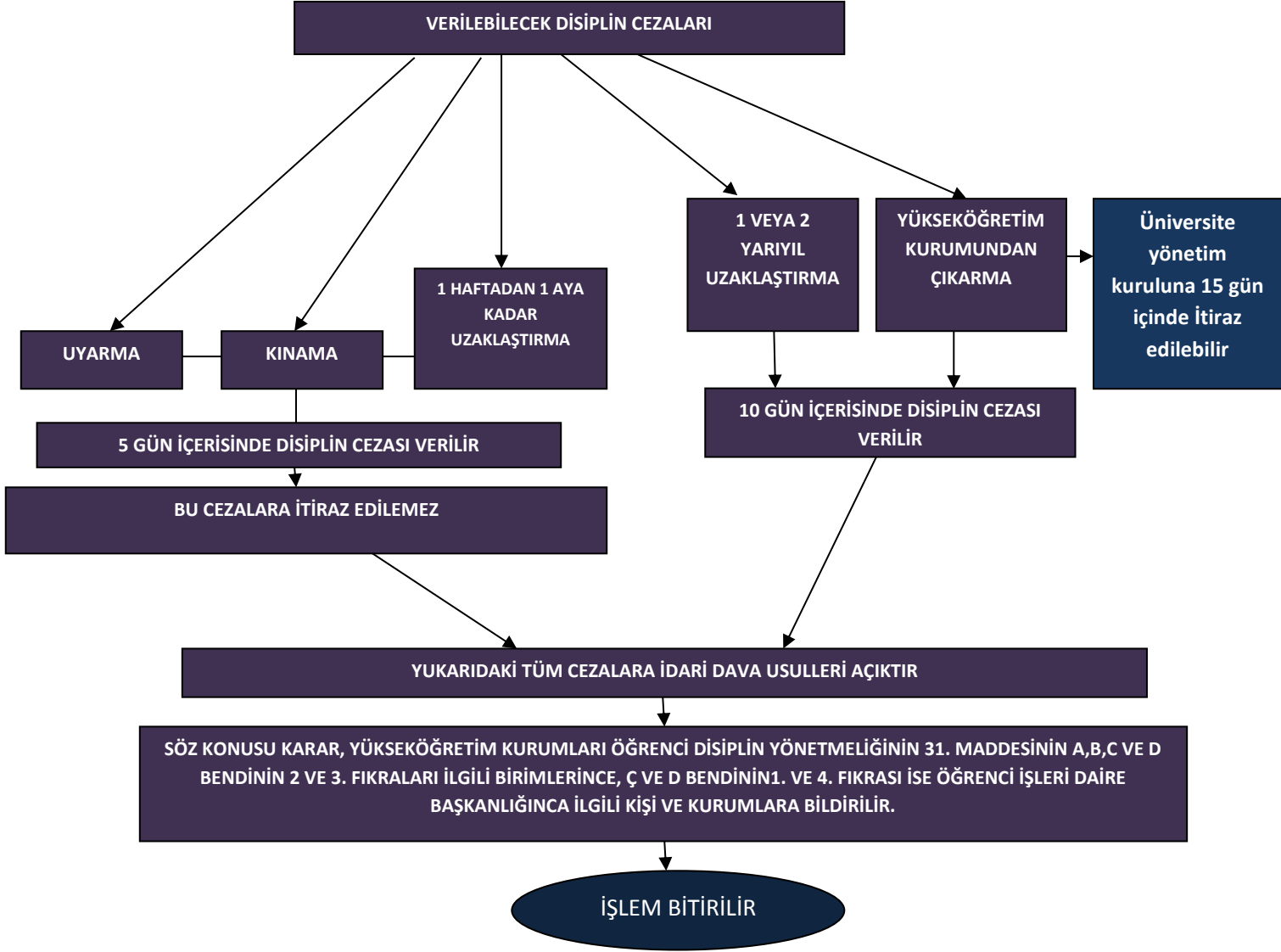


GELEN EVRAK

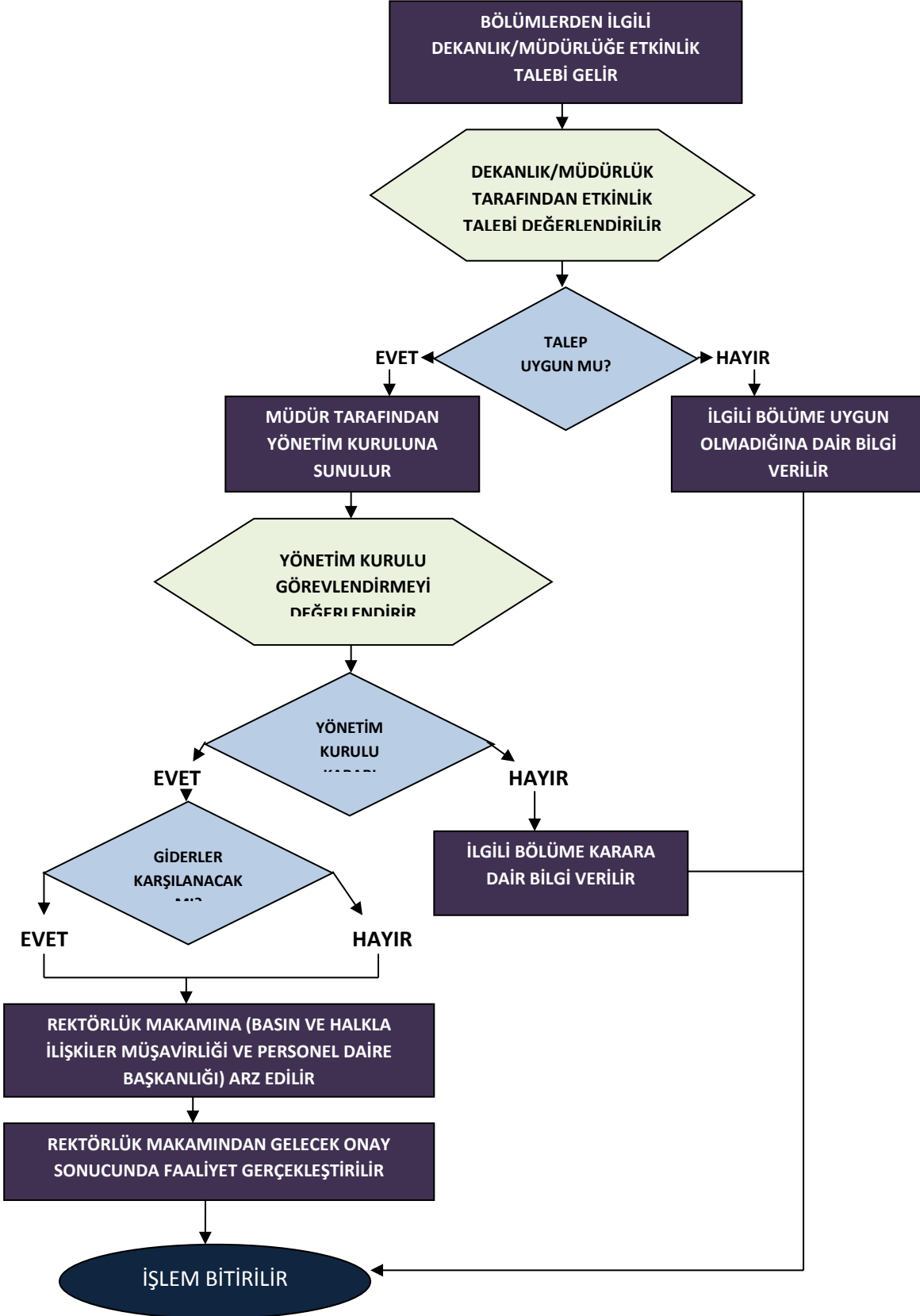


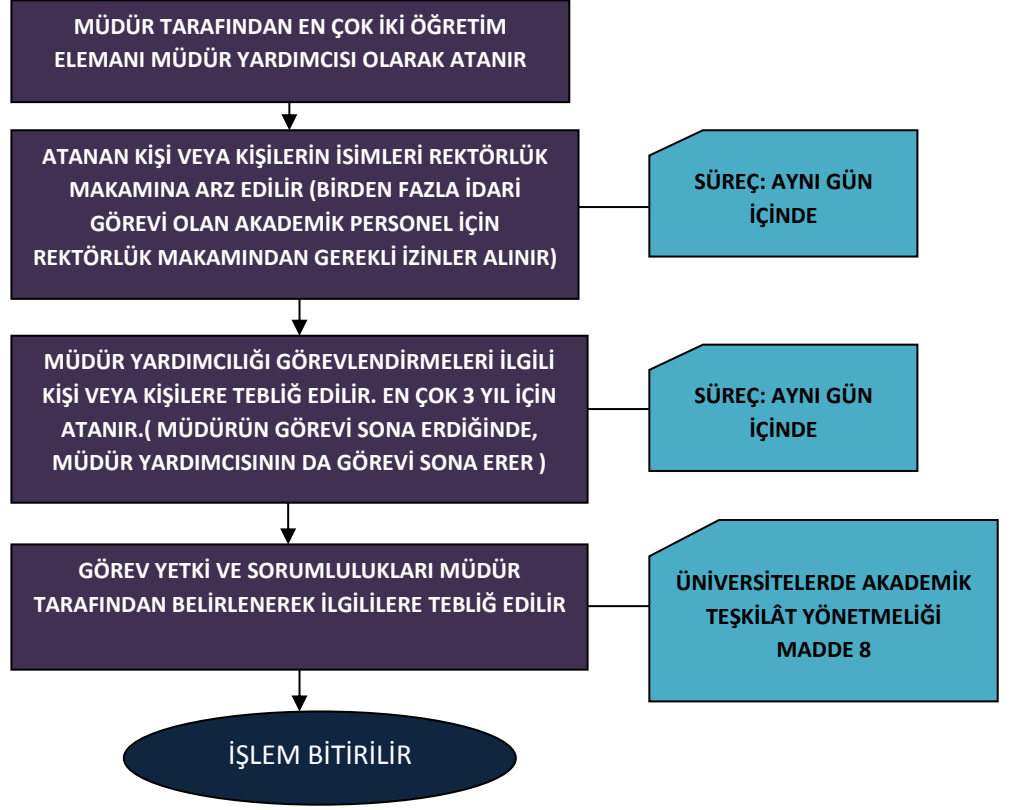
(ÖĞRENCİ) DİSİPLİN KURULU İŞLEMLERİ



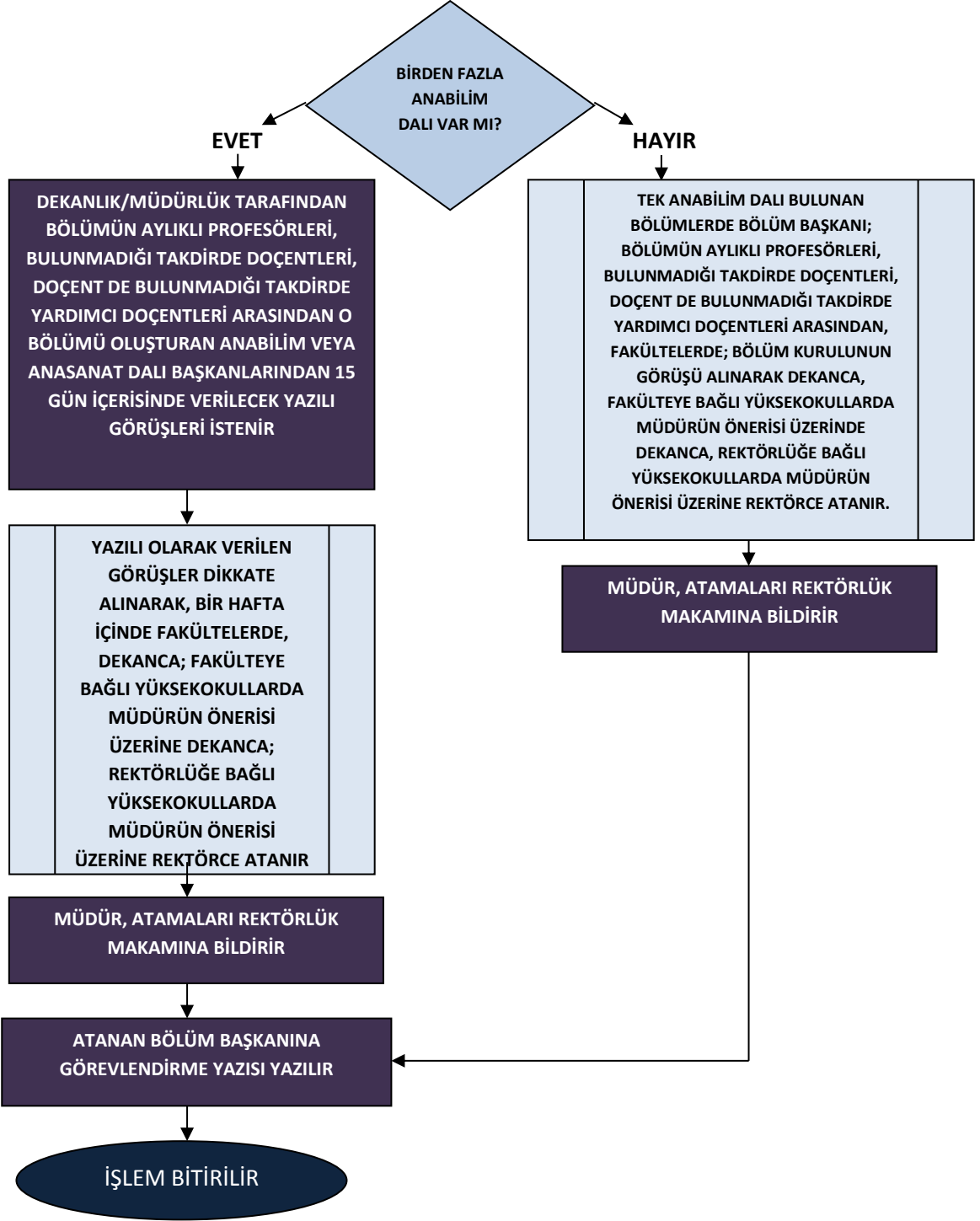


AKADEMİK PERSONELİN BİLİMSEL AKTİVİTELERE BAŞVURU VE KATILIM TALEPLERİNİN DEĞERLENDİRİLMESİ

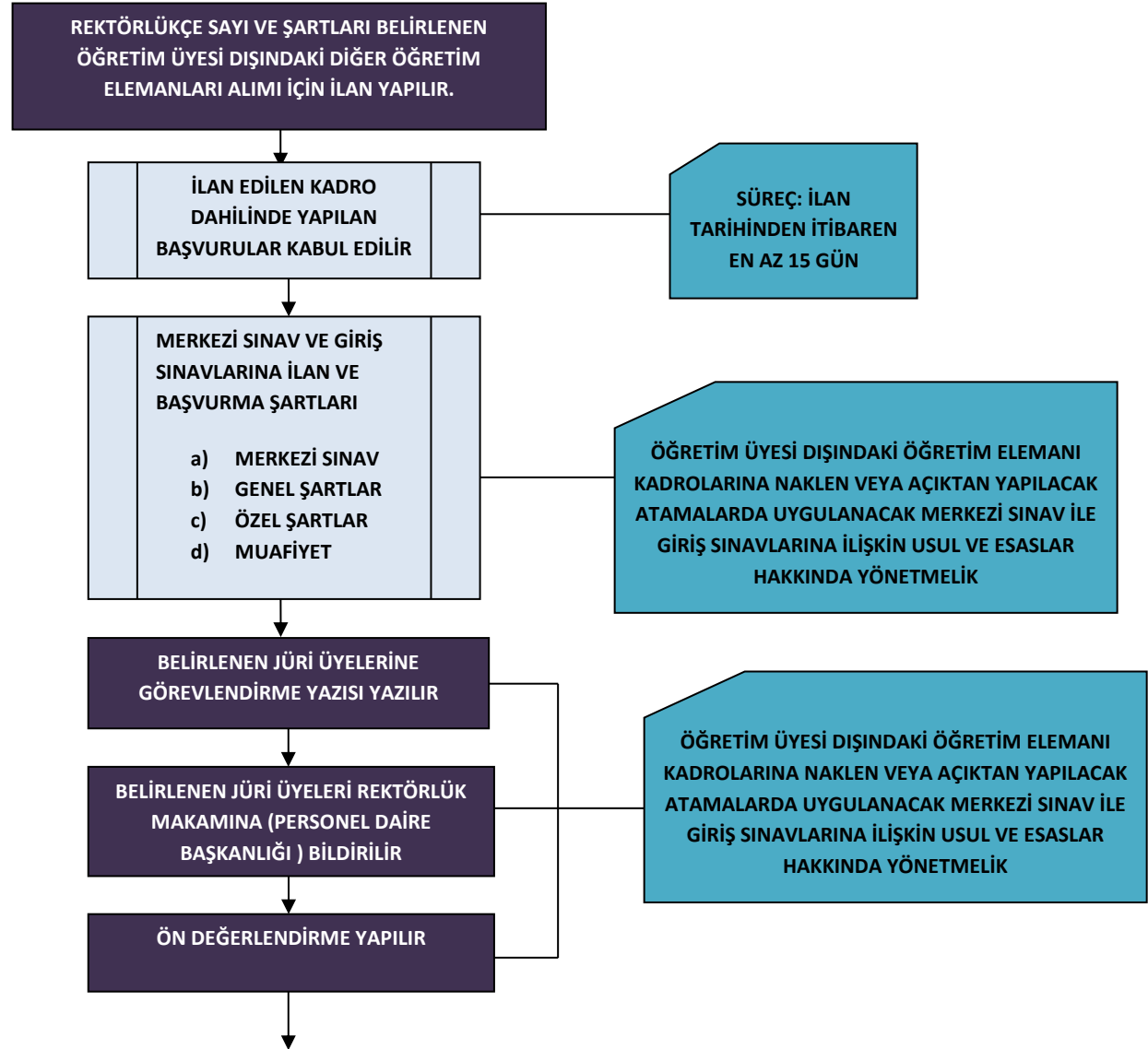


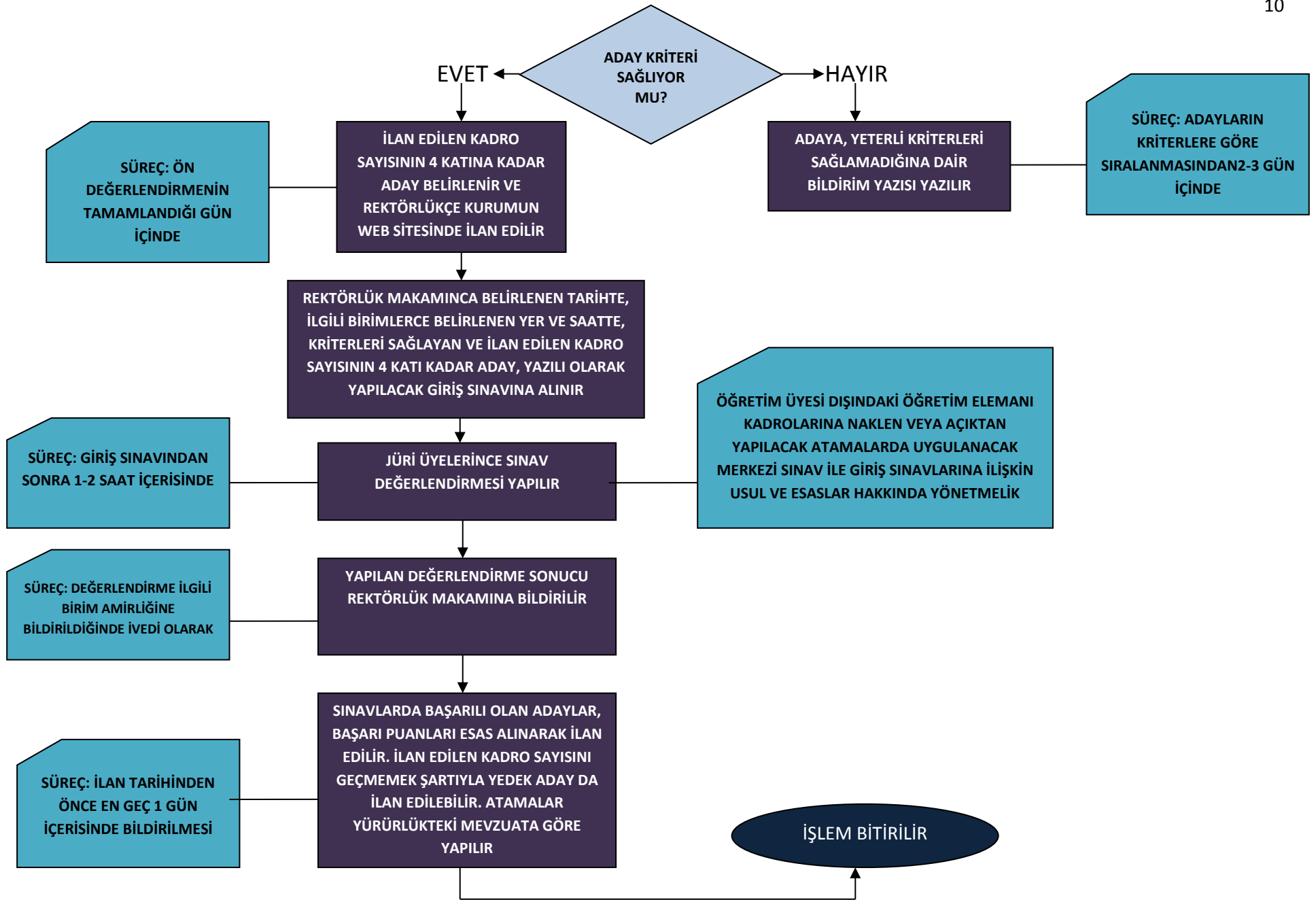
MÜDÜR YARDIMCISI ATAMASI

BÖLÜM BAŞKANI ATAMASI

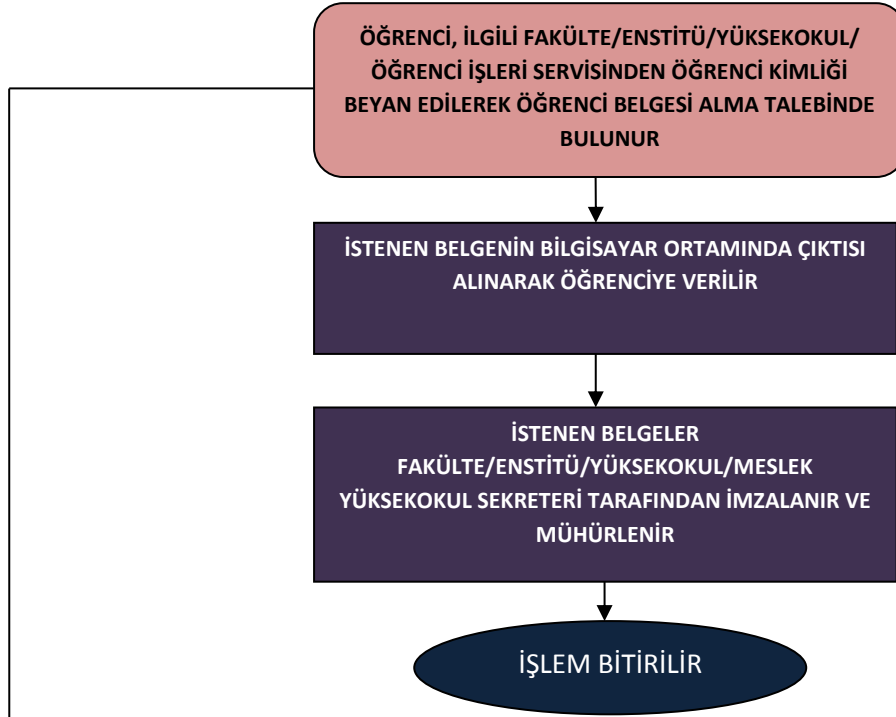


ÖĞRETİM ELEMANI ALIMLARINDA GİRİŞ SINAVI YAPILMASI





ÖĞRENCİ BELGESİ VERME



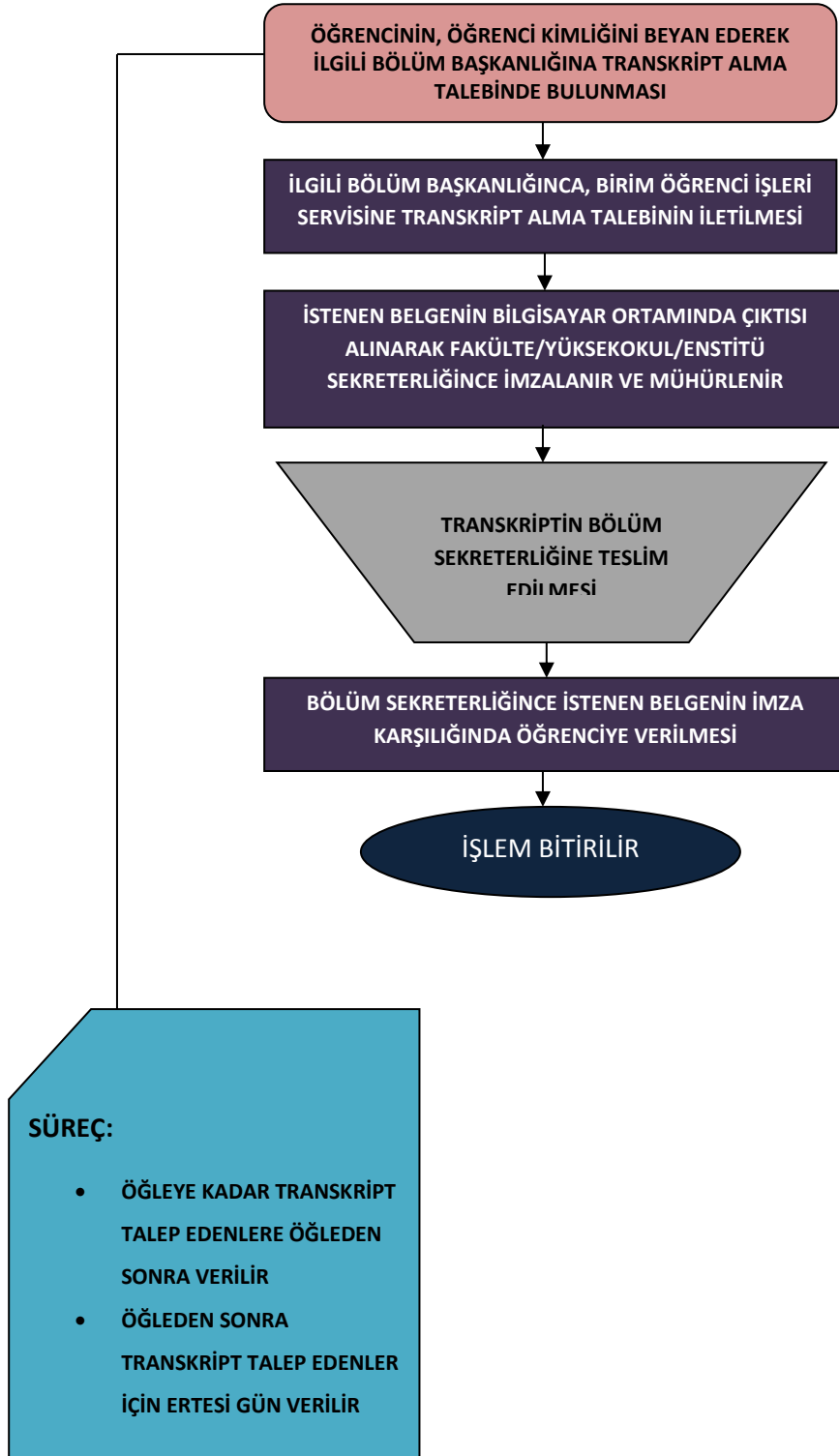
SÜREÇ:

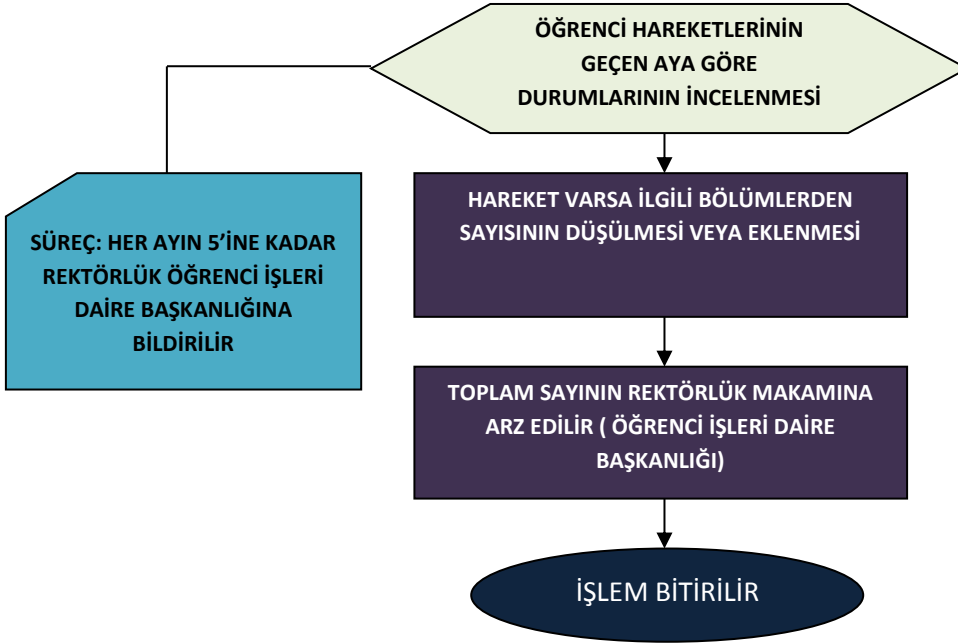
- GÜZ DÖNEMİ SONUNDA
- BAHAR DÖNEMİ SONUNDA
- YAZ OKULU SONUNDA
- TEK DERS SINAVLARI SONUNDA

SÜREÇ:

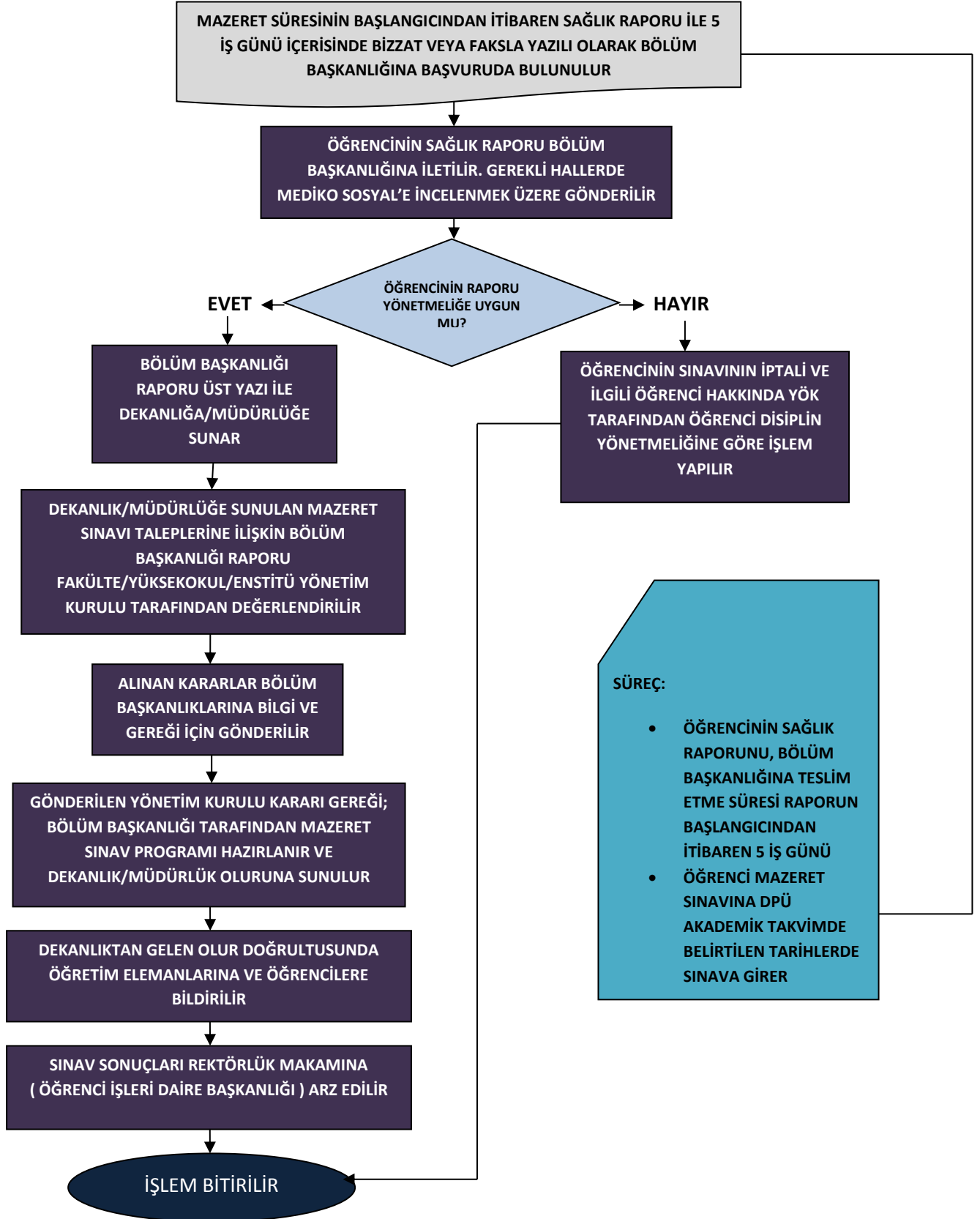
- SABAH ÖĞRENCİ BELGESİ TALEP EDENLER İÇİN ÖĞRENCİ BELGESİ TESLİMİ ÖĞLEDEN SONRA VERİLİR
- ÖĞLEDEN SONRA ÖĞRENCİ BELGESİ TALEP EDENLER İÇİN ÖĞRENCİ BELGESİ TESLİMİ ERTESİ GÜN VERİLİR

TRANSKRİPT VERME

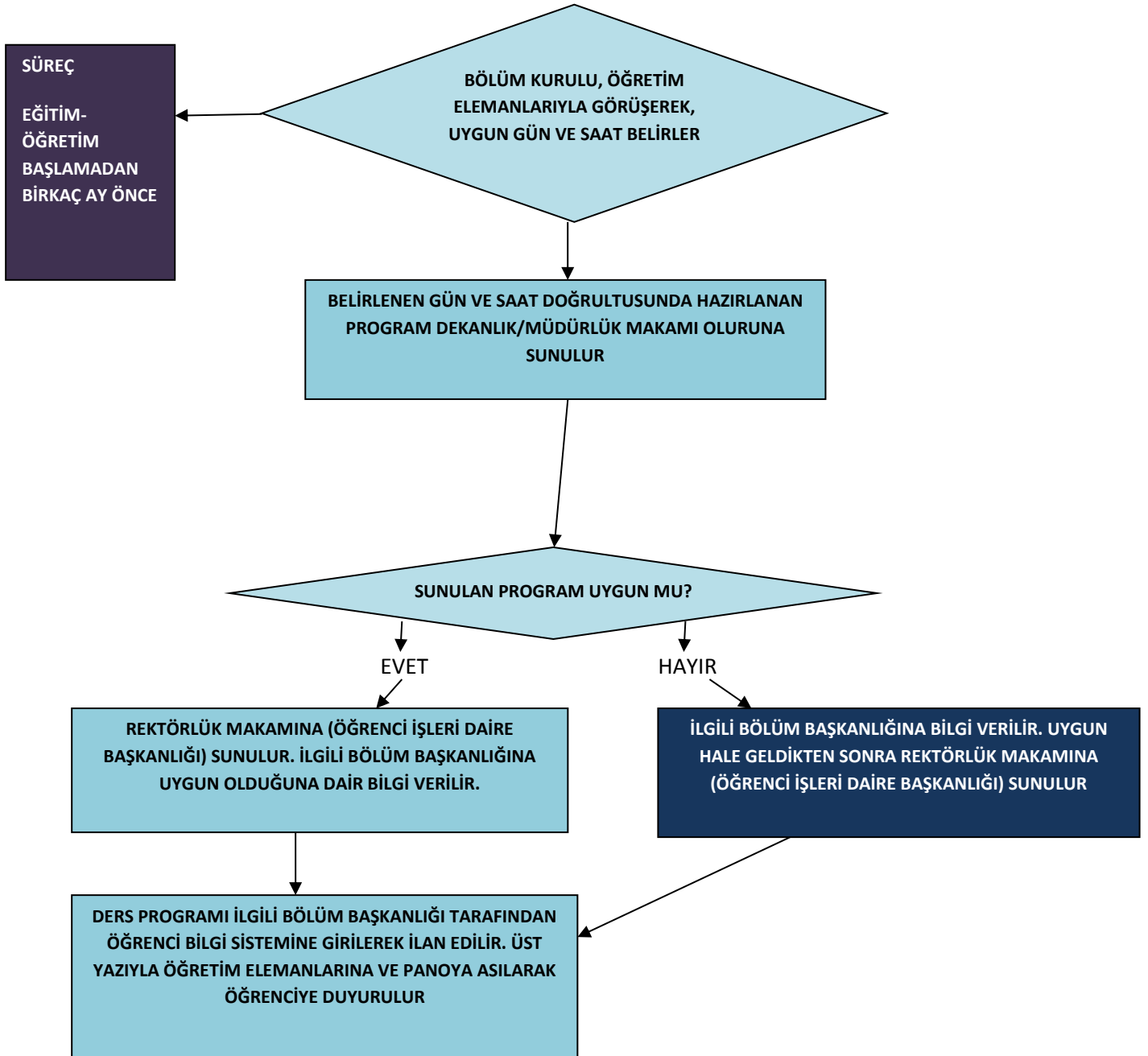


ÖĞRENCİ SAYILARI İZLEME ÇİZELGESİNİN HAZIRLANMASI

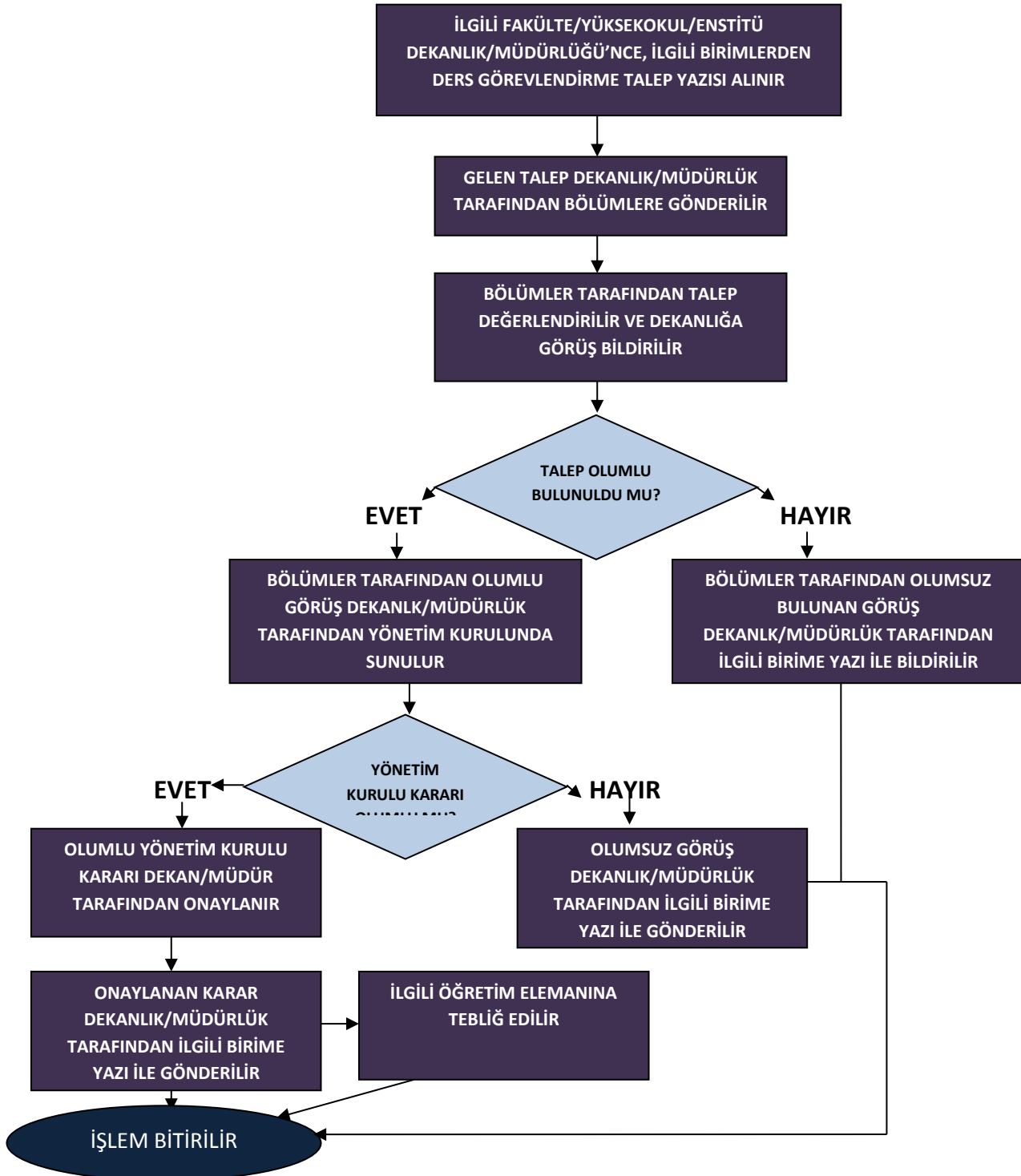
MAZERET SINAVLARI



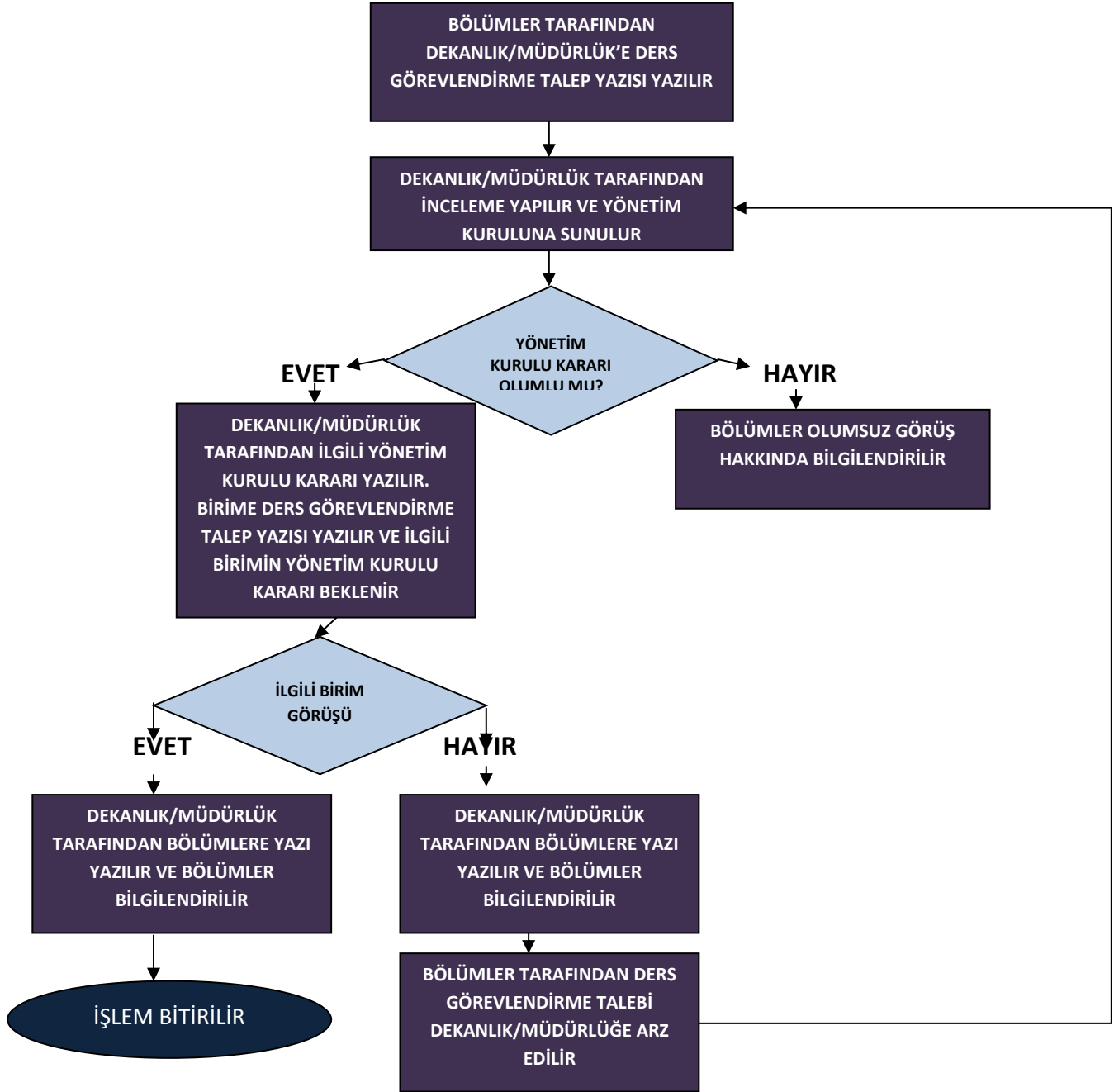
DERS PROGRAMLARININ YAPILMASI



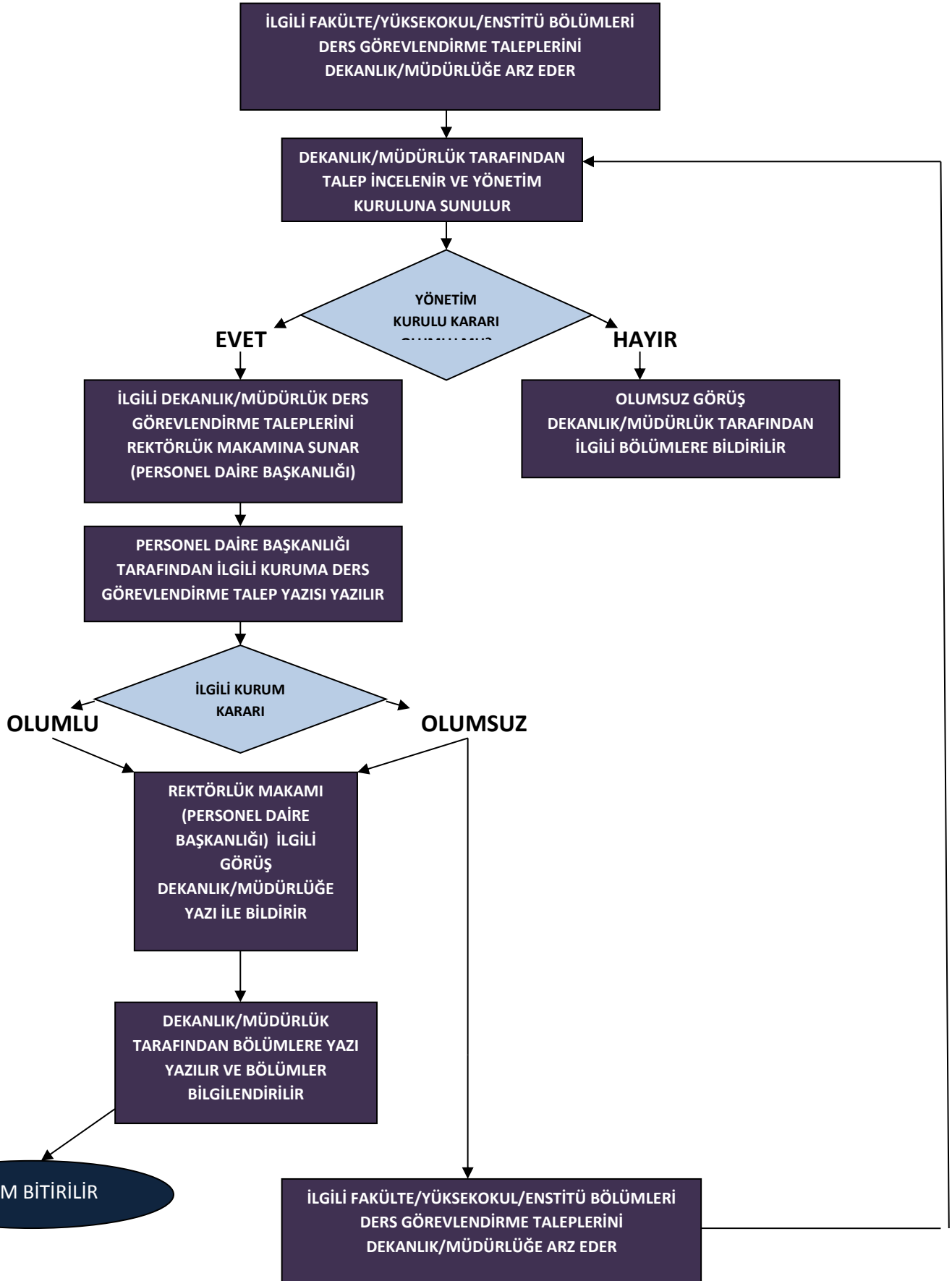
KURUM İÇİ DERS GÖREVLENDİRMESİ (GİDEN ÖĞRETİM ELEMANI)



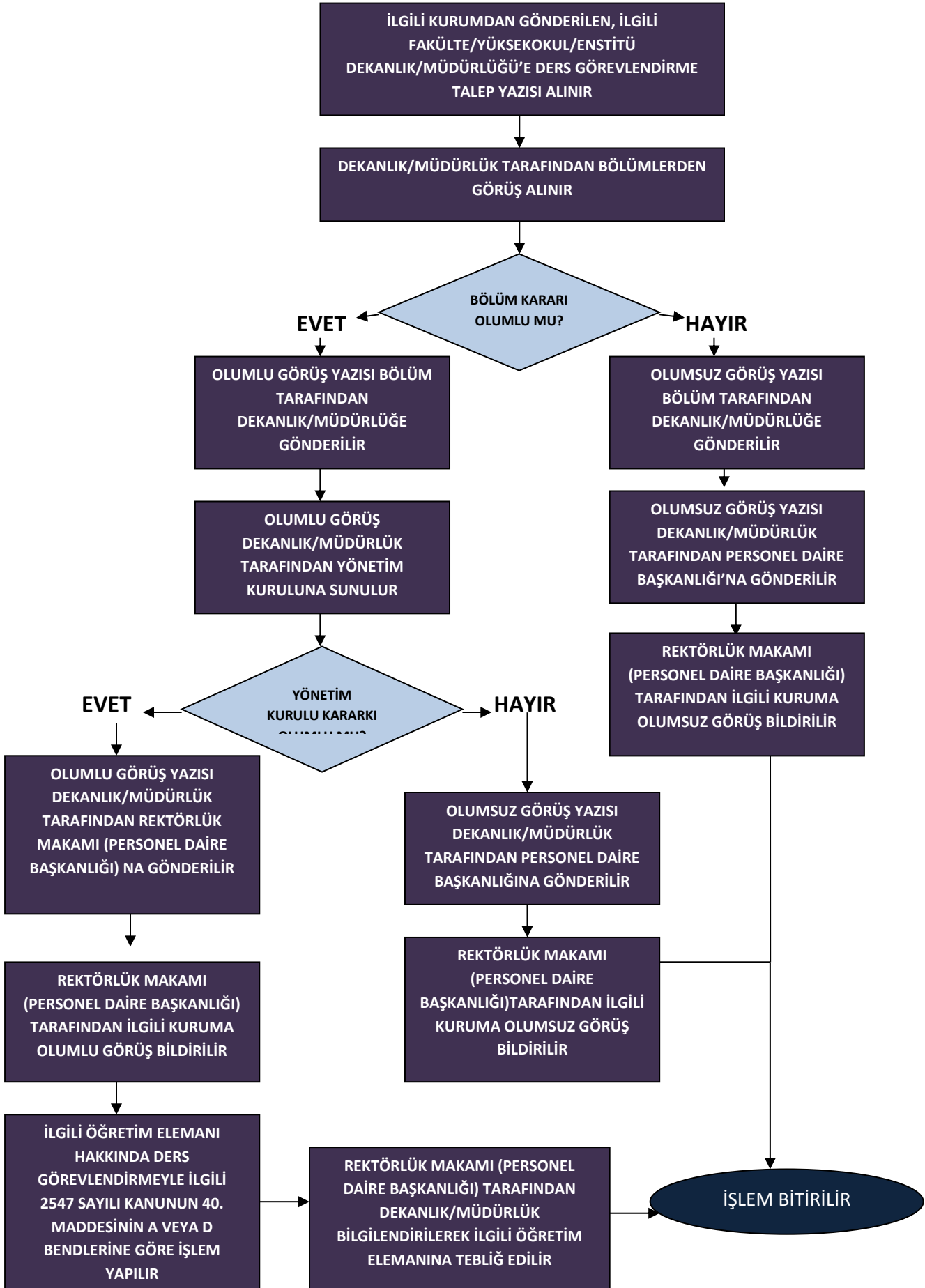
KURUM İÇİ DERS GÖREVLENDİRME (GELEN ÖĞRETİM ELEMANI)



KURUM DIŐI DERS GÖREVLENDİRMEŐİ (GELEN ÖĐRETİM ELEMANI)



KURUM DIŐI DERS GÖREVLENDİRMEŐİ (GİDEN ÖĐRETİM ELEMANI)

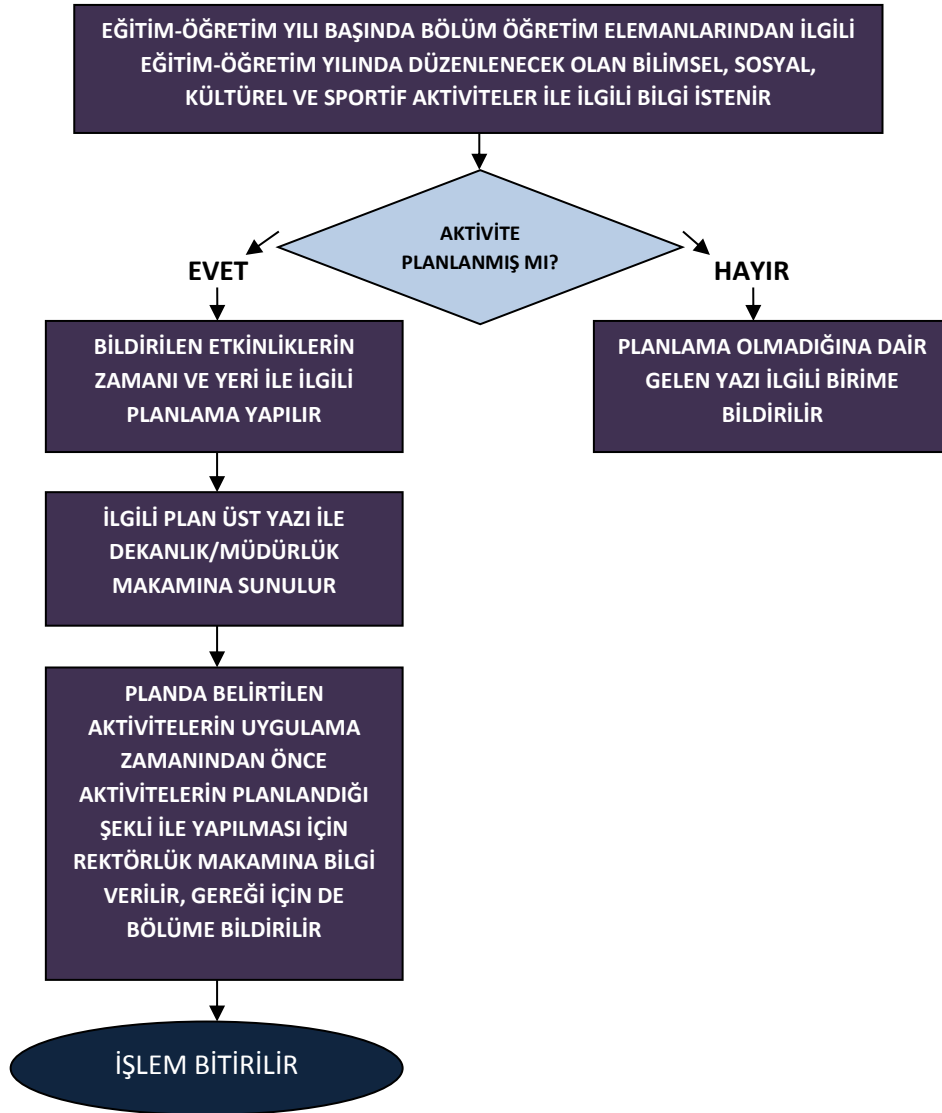


BÖLÜM KURULLARININ OLUŞTURULMASI

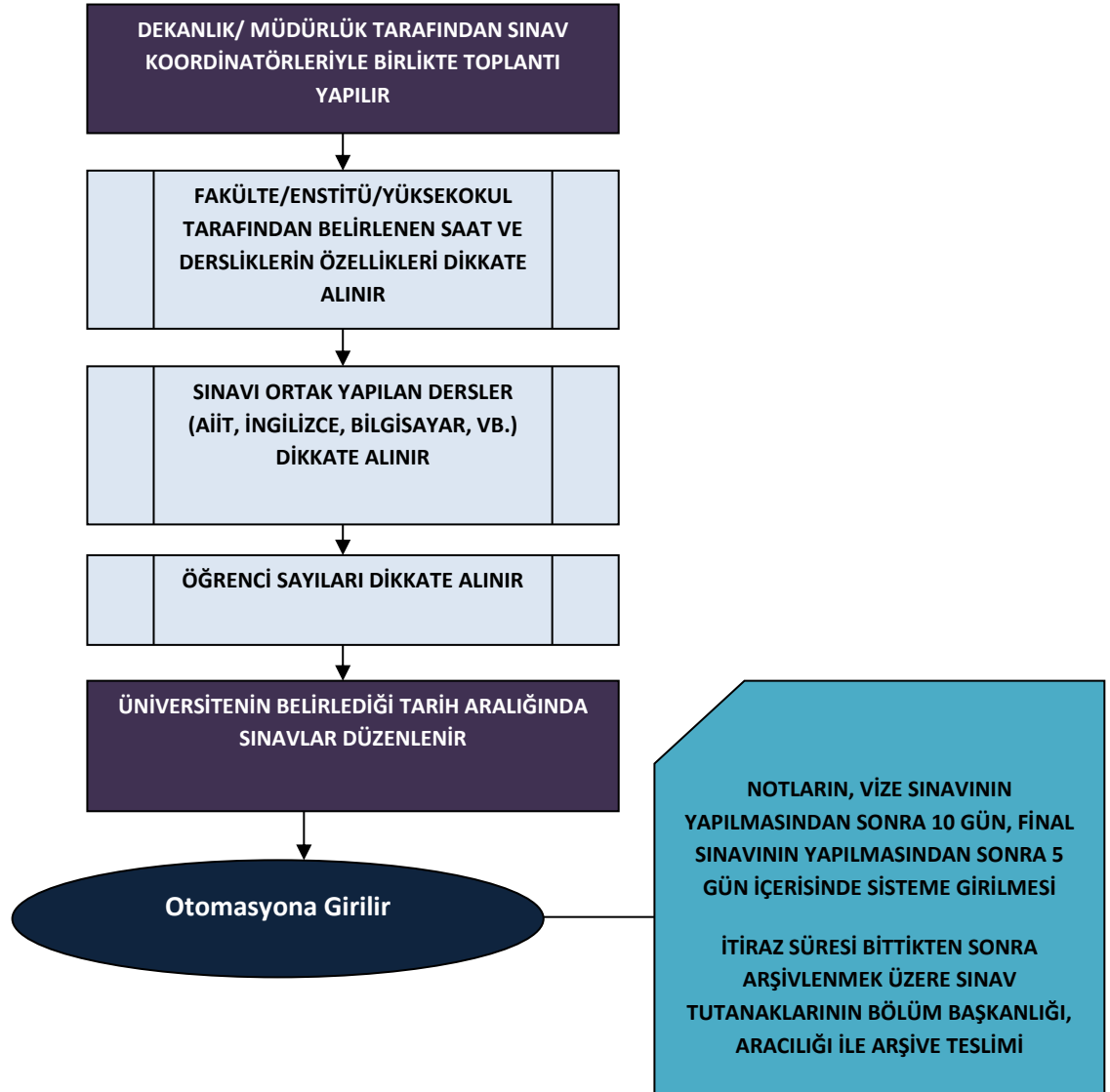
AKADEMİK BÖLÜM KURULU, İLGİLİ BÖLÜMDE FİLEN EĞİTİM-
ÖĞRETİM GÖREVİ YAPMAKTA OLAN ÖĞRETİM ÜYELERİ,
ÖĞRETİM GÖREVLİLERİ VE OKUTMANLARDAN OLUŞUR.
KURULUN BAŞKANI, İLGİLİ BİRİMİN BÖLÜM BAŞKANIDIR.
BÖLÜM BAŞKANININ BULUNMADIĞI HALLERDE KURULA
YARDIMCISI BAŞKANLIK EDER

KURULU ÜNİVERSİTELERDE AKADEMİK TEŞKİLAT
YÖNETMELİĞİ'NİN 15. MADDESİNE GÖRE
GÖREVLERİNİ İCRA EDER

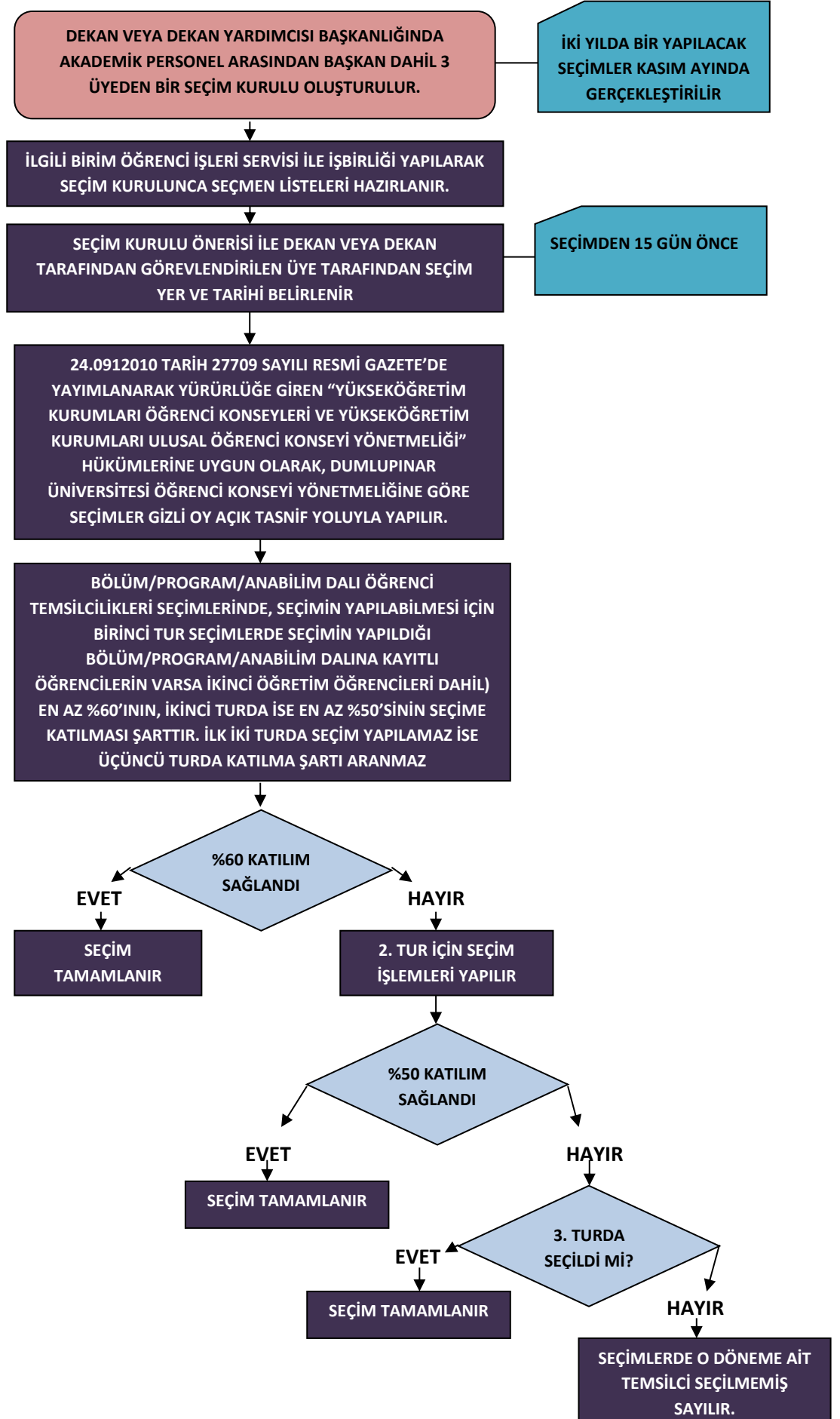
BİLİMSEL, SOSYAL, KÜLTÜREL VE SPORİF AKTİVİTELERİN PLANLANMASI



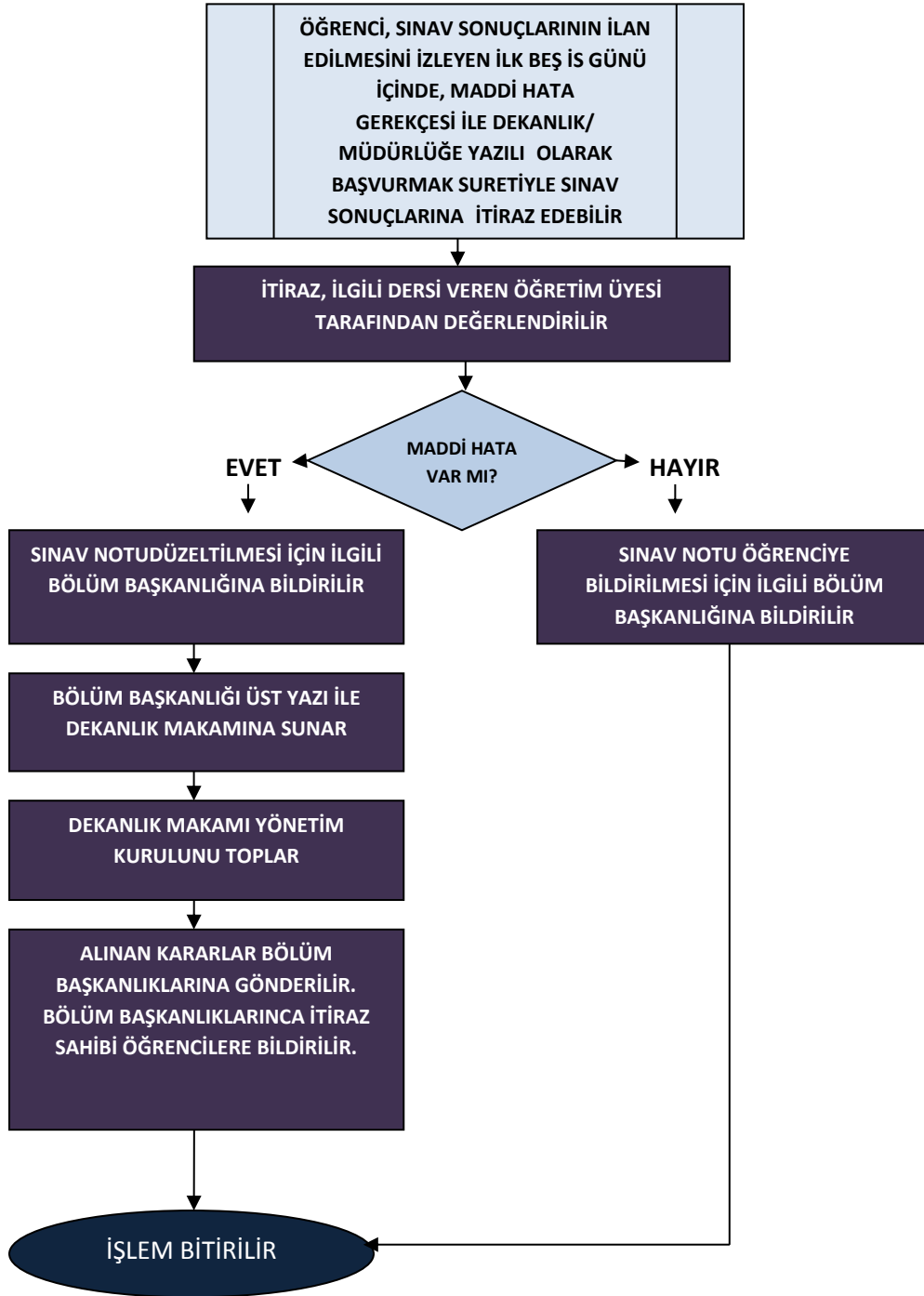
SINAV (YARIYIL İÇİ VE YARIYIL SONU) İŞLEMLERİ İŞ AKŞ ŞEMASI



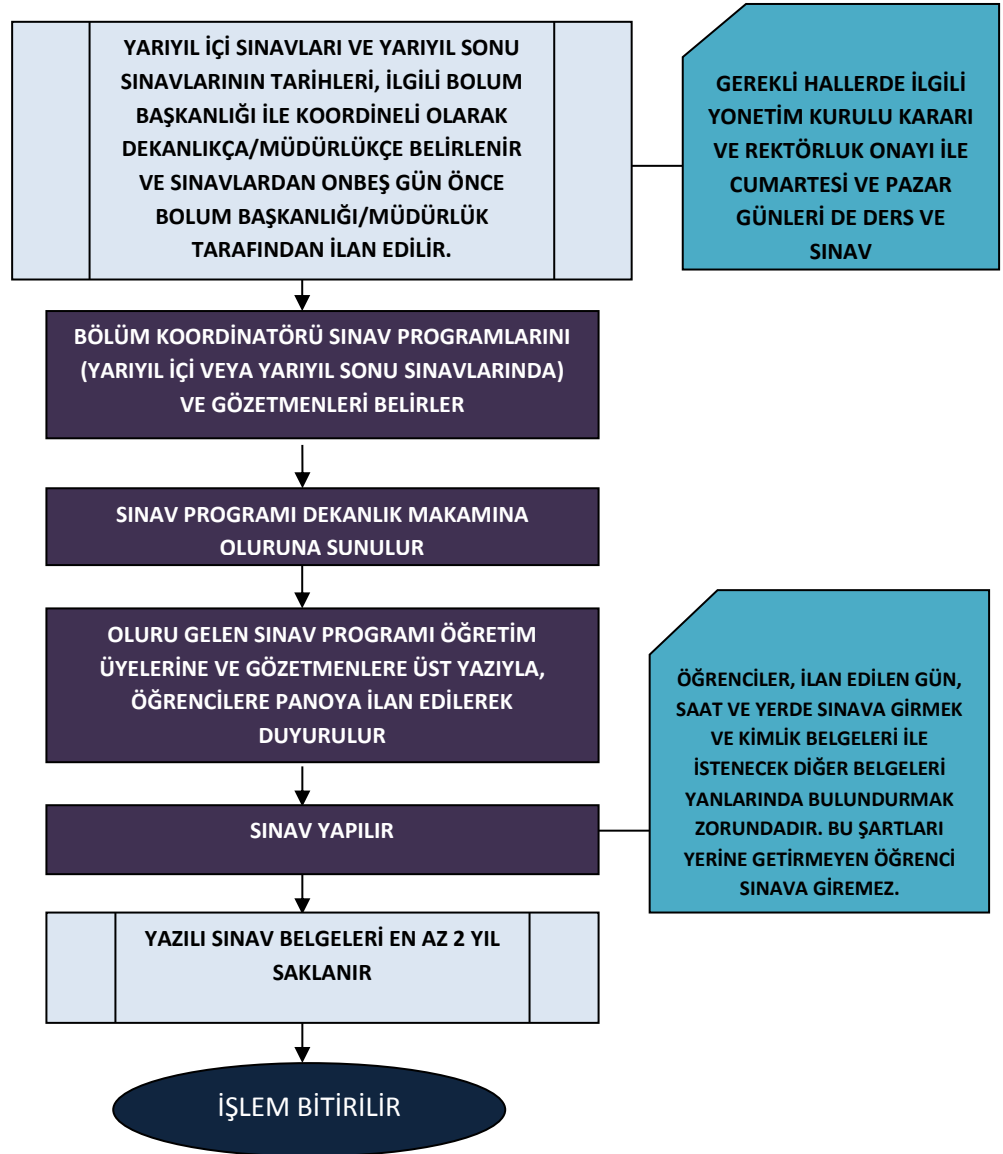
ÖĞRENCİ TEMSİLCİLERİNİN SEÇİMLERİ



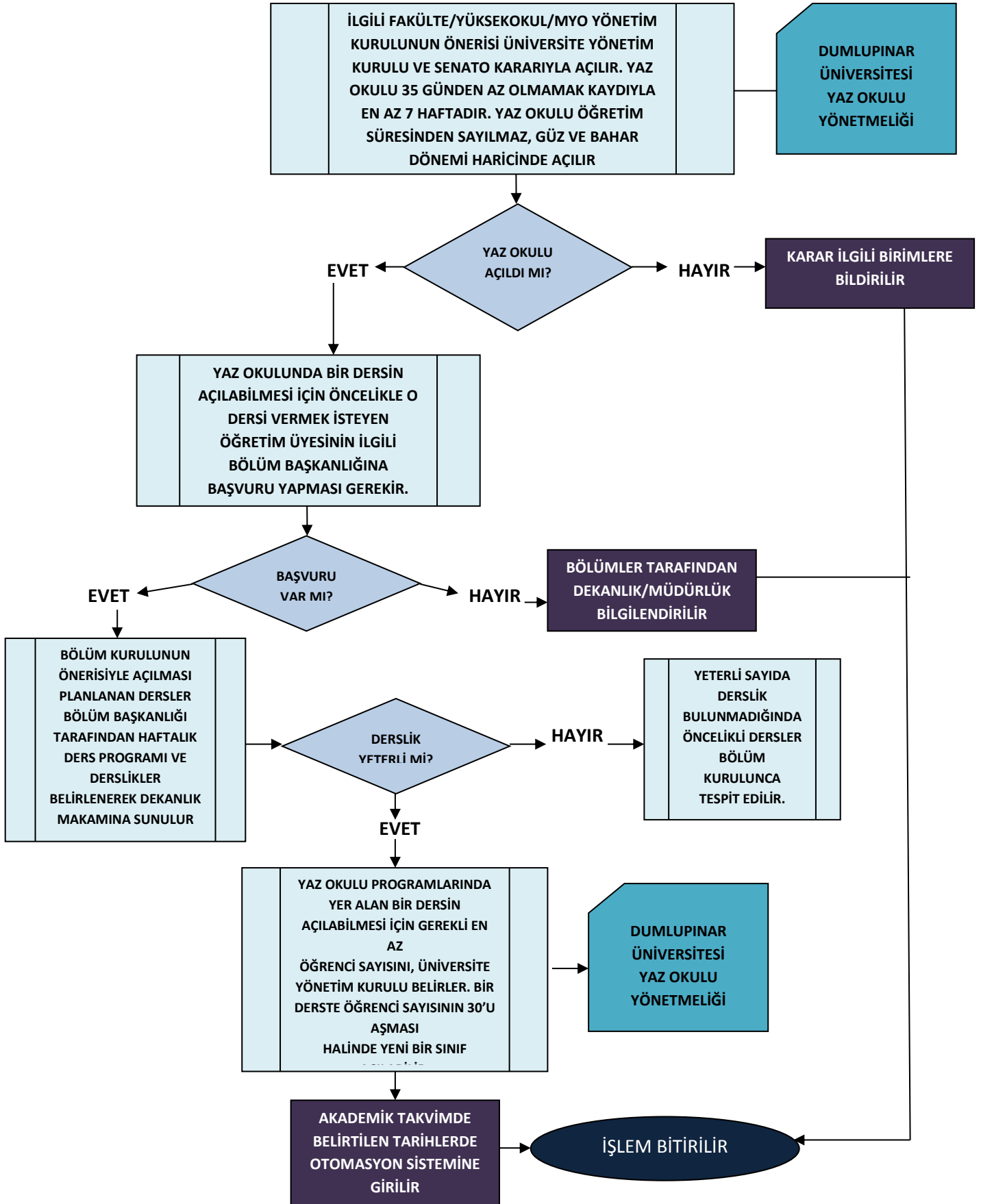
SINAV SONUÇLARINA İTİRAZLARIN DEĞERLENDİRİLMESİ



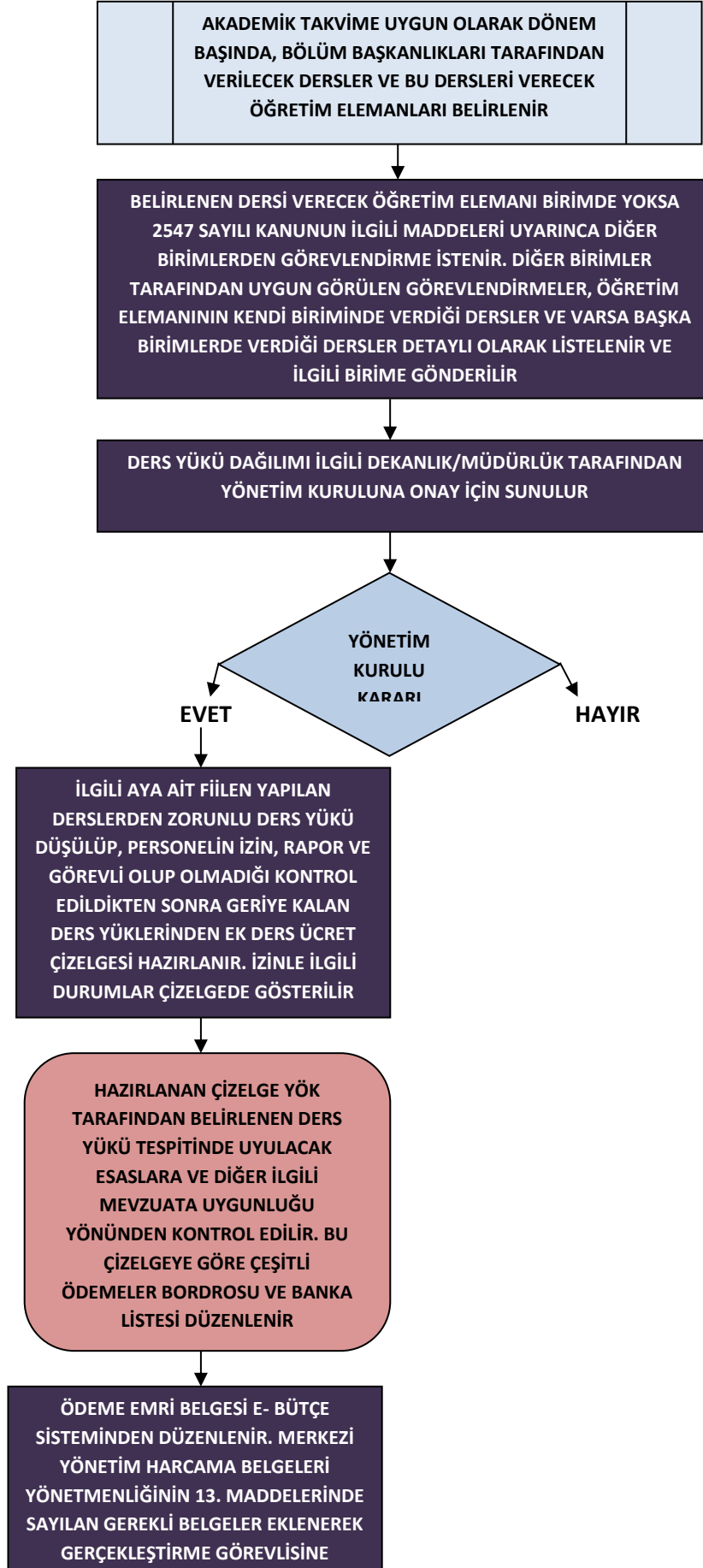
SINAVLAR, GÖREVLENDİRMELER VE İLAN

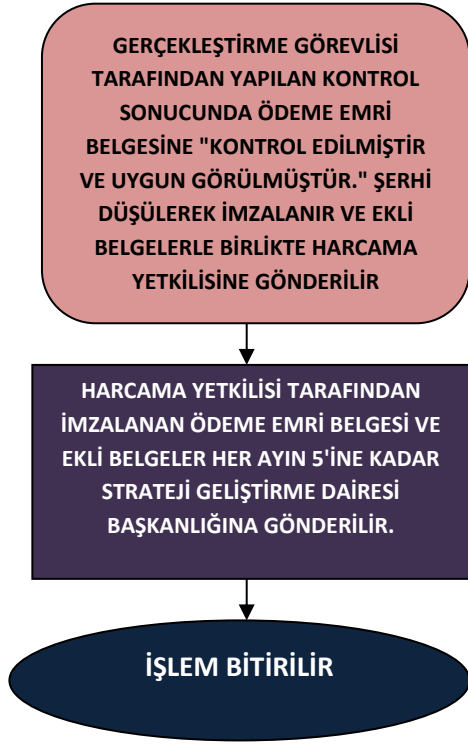


YAZ OKULU AÇILMASI, AÇILACAK DERSLERİN VE GÖREVLENDİRİLECEK PERSONELİN BELİRLENMESİ

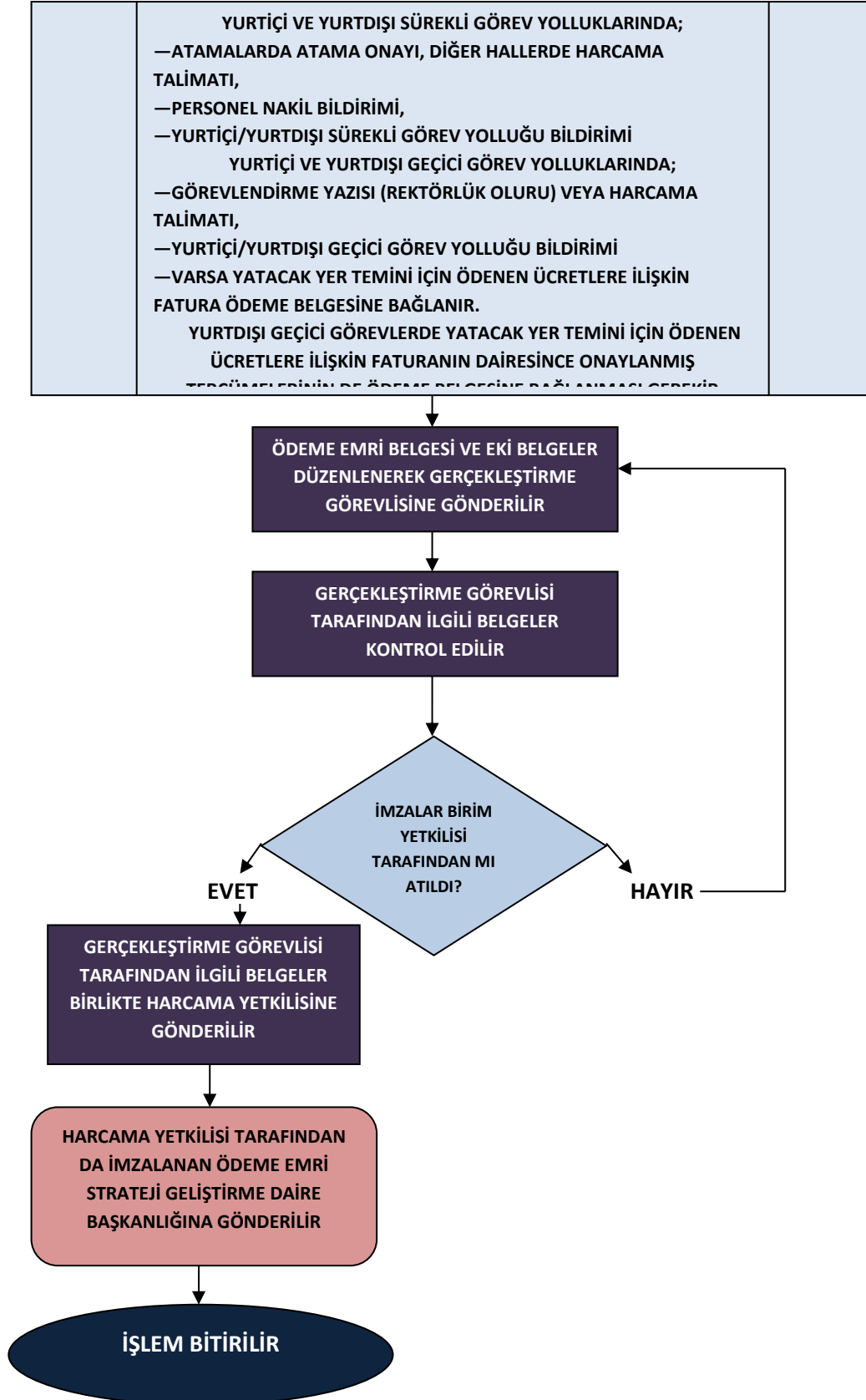


EK DERS İŞ AKIŞ ŞEMASI

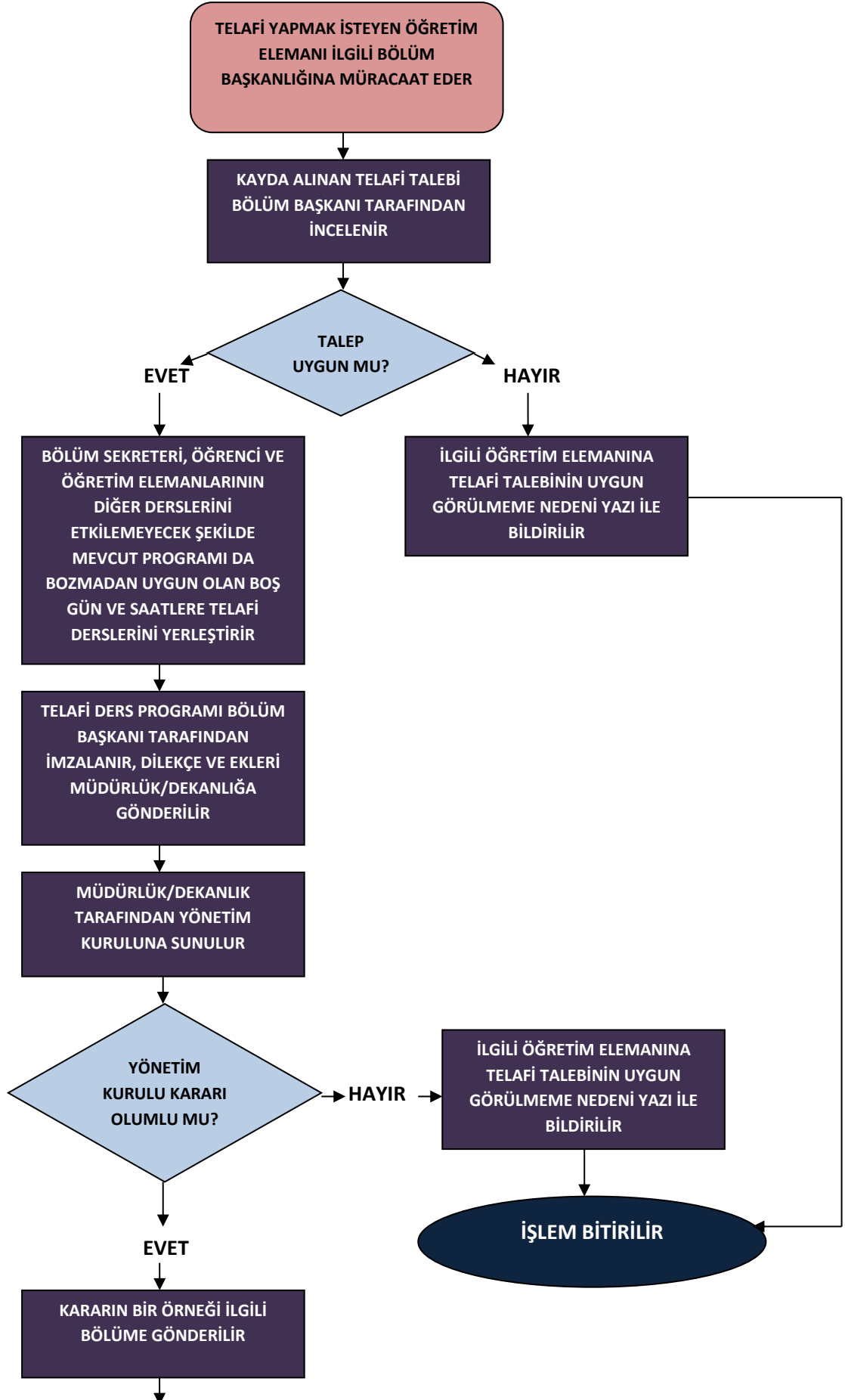


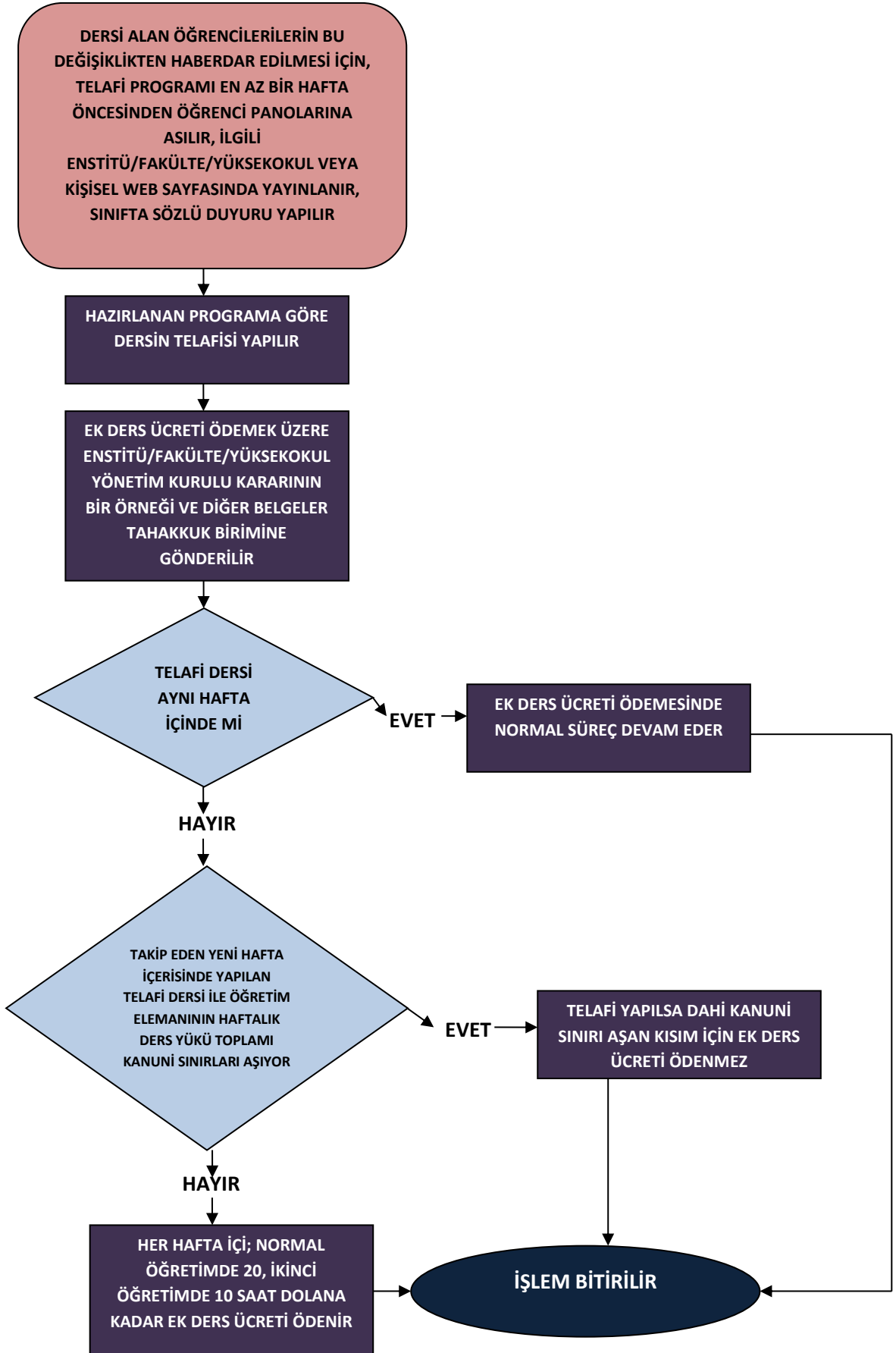


YOLLUK ÖDEMELERİ İŞLEMLERİ

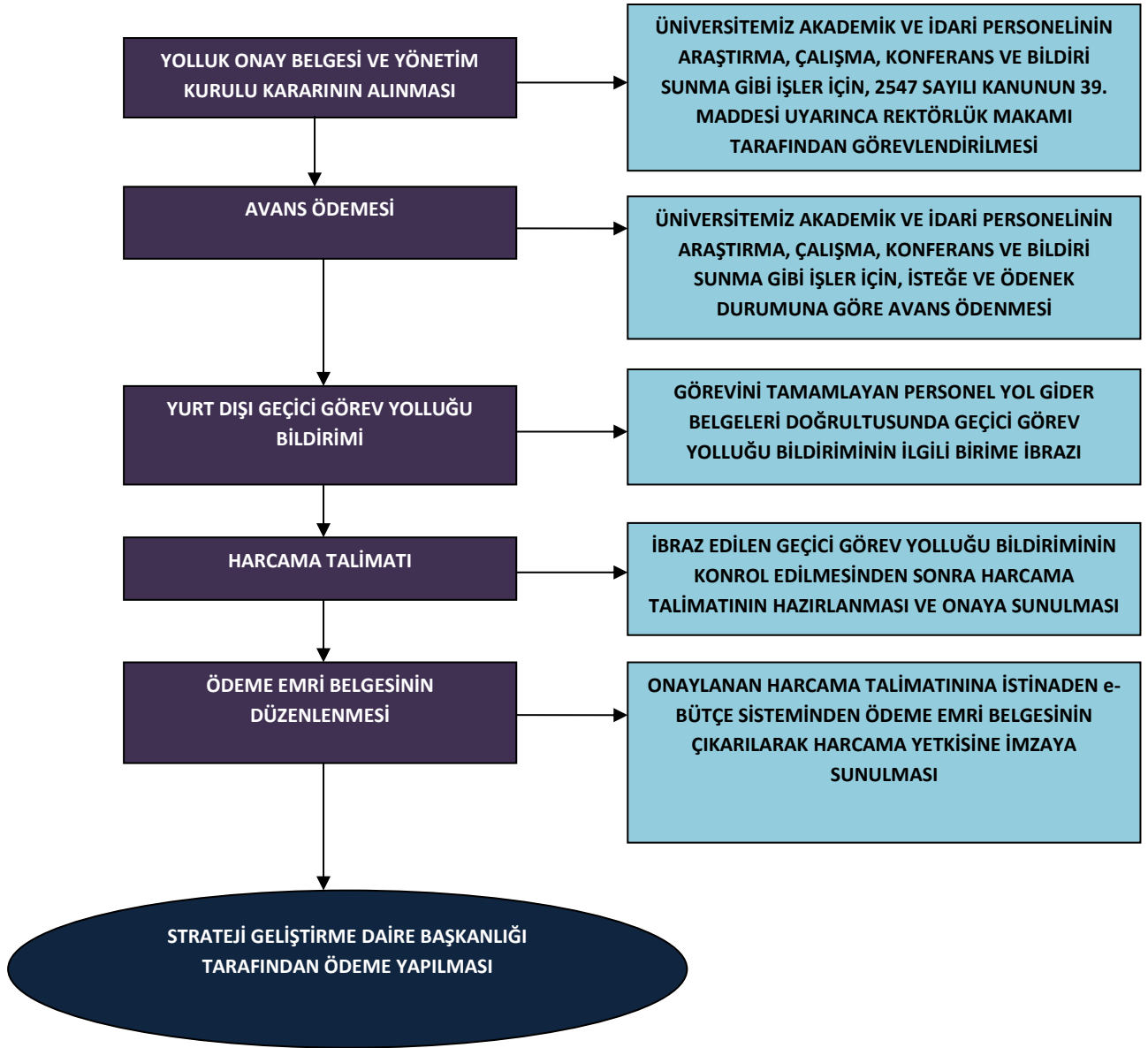


TELAFİ DERSİ UYGULAMASI

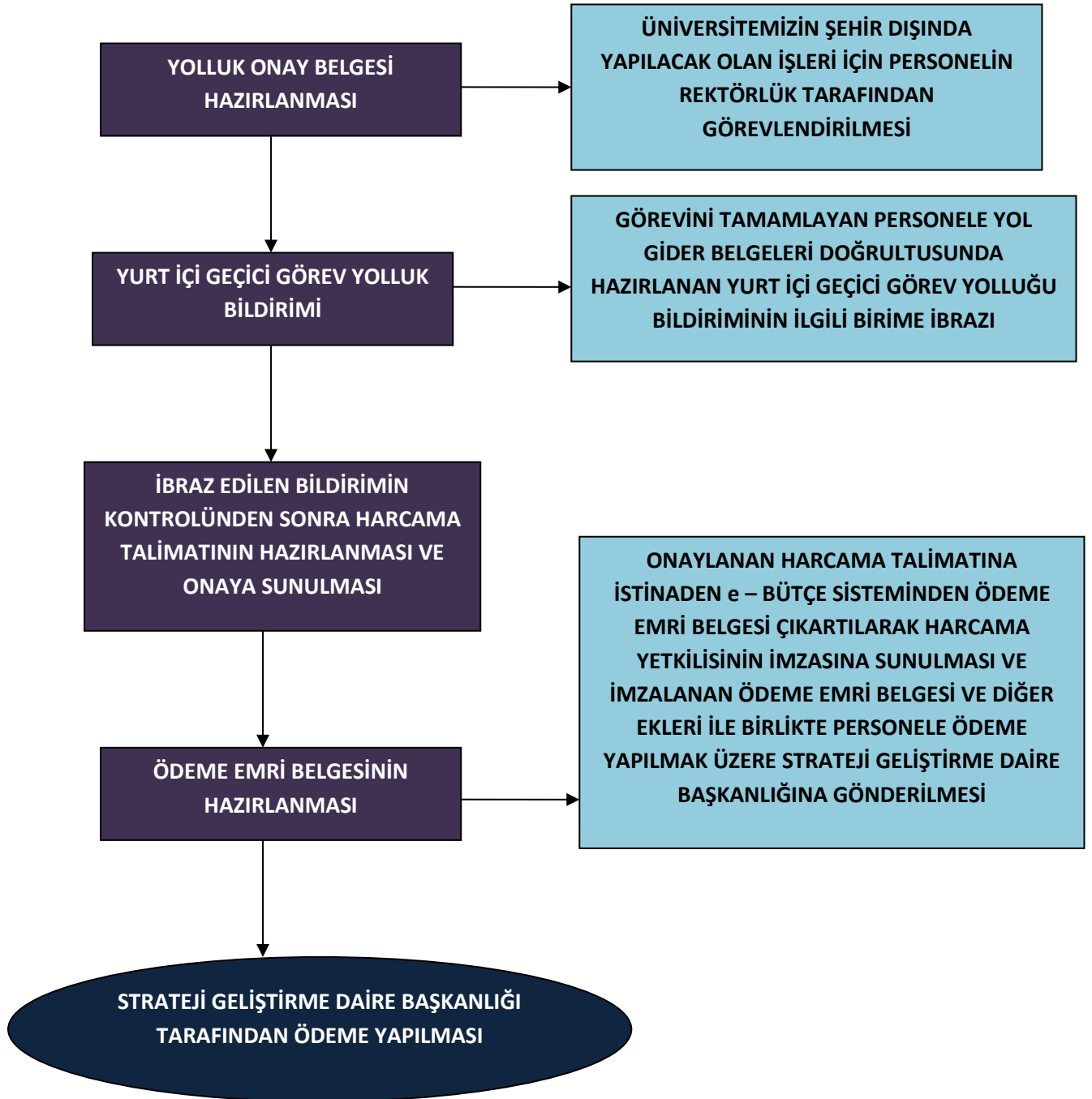


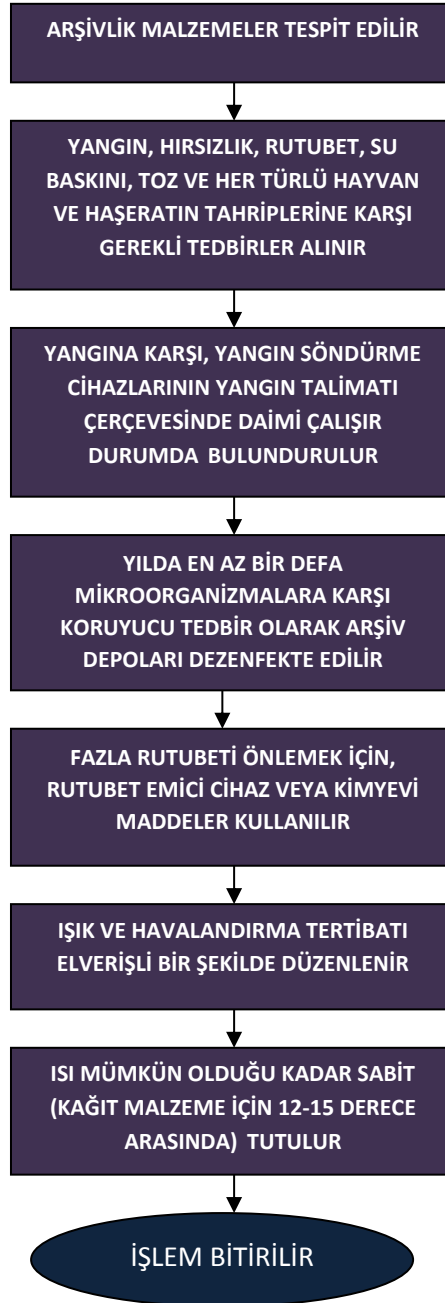


NORMAL YURTDIŐI GEÇİCİ GÖREV YOLLUKLARI



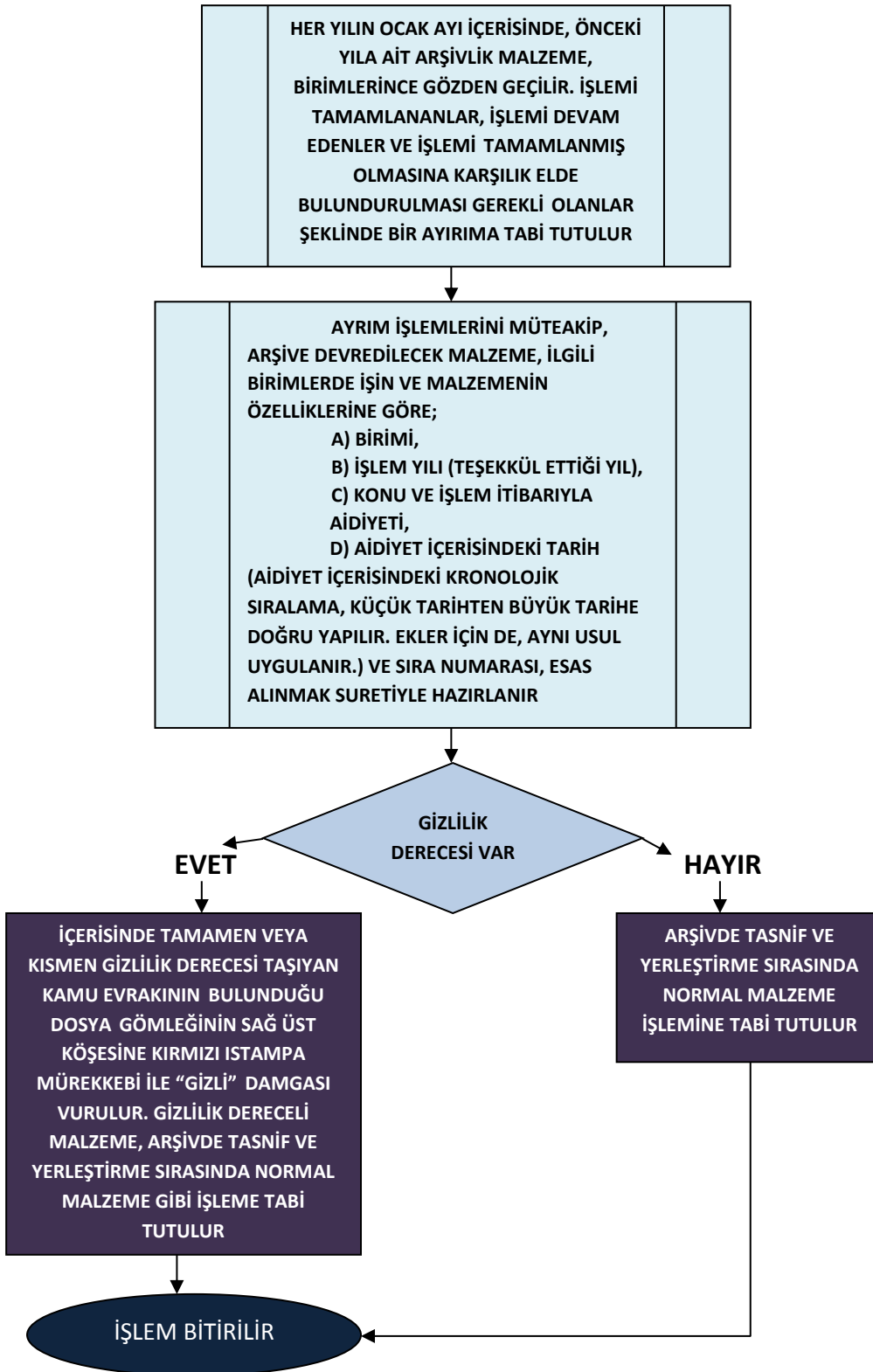
NORMAL YURTIÇİ GEÇİCİ YOLLUKLARI



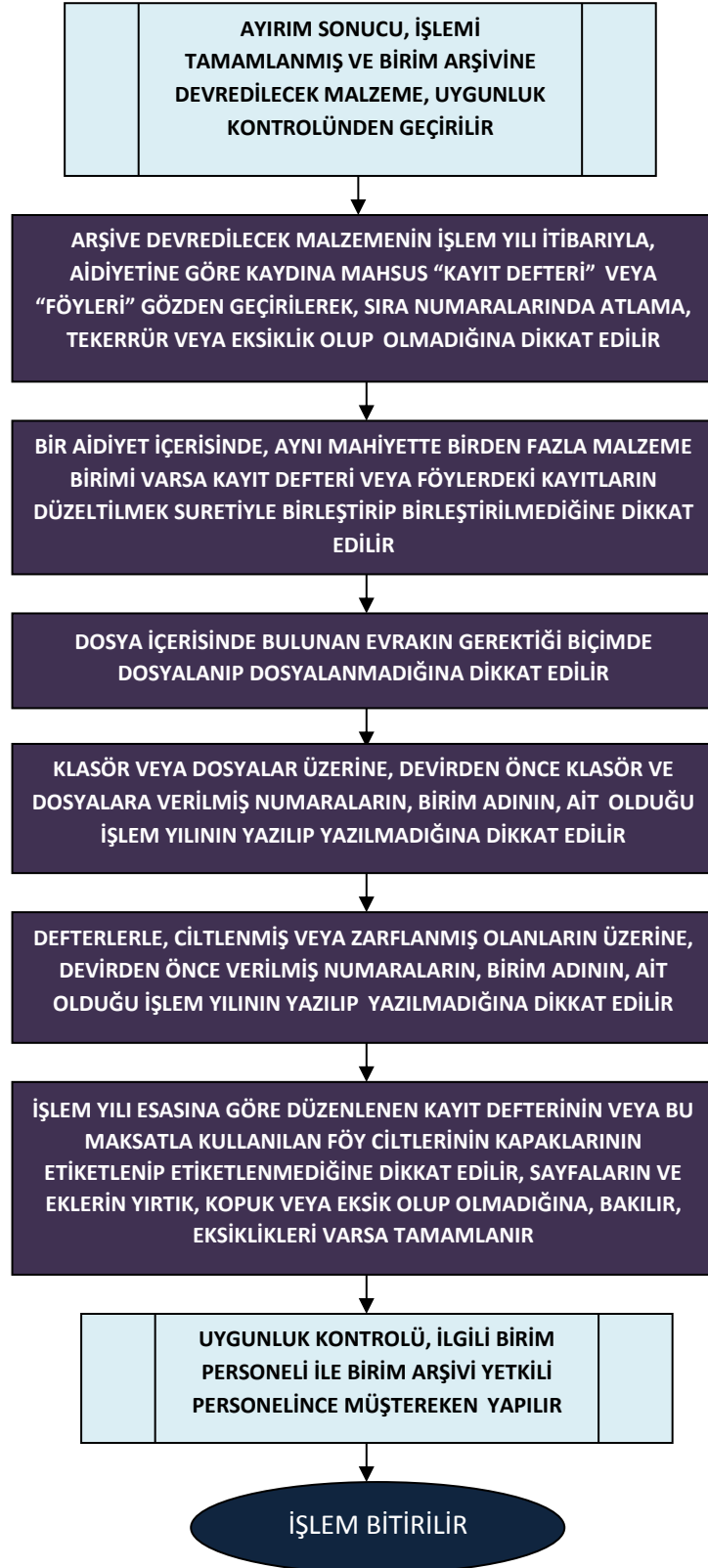
ARŞİVLİK MALZEMELERİN KORUNMASI İŞ AKIŞ ŞEMASI

ARŞİV MALZEMELERİ SAKLAMA SÜRESİ İŞ AKIŞ ŞEMASI

BİRİM ARŞİVİNE VERİLECEK MALZEMENİN AYIRIMI VE HAZIRLANMASI

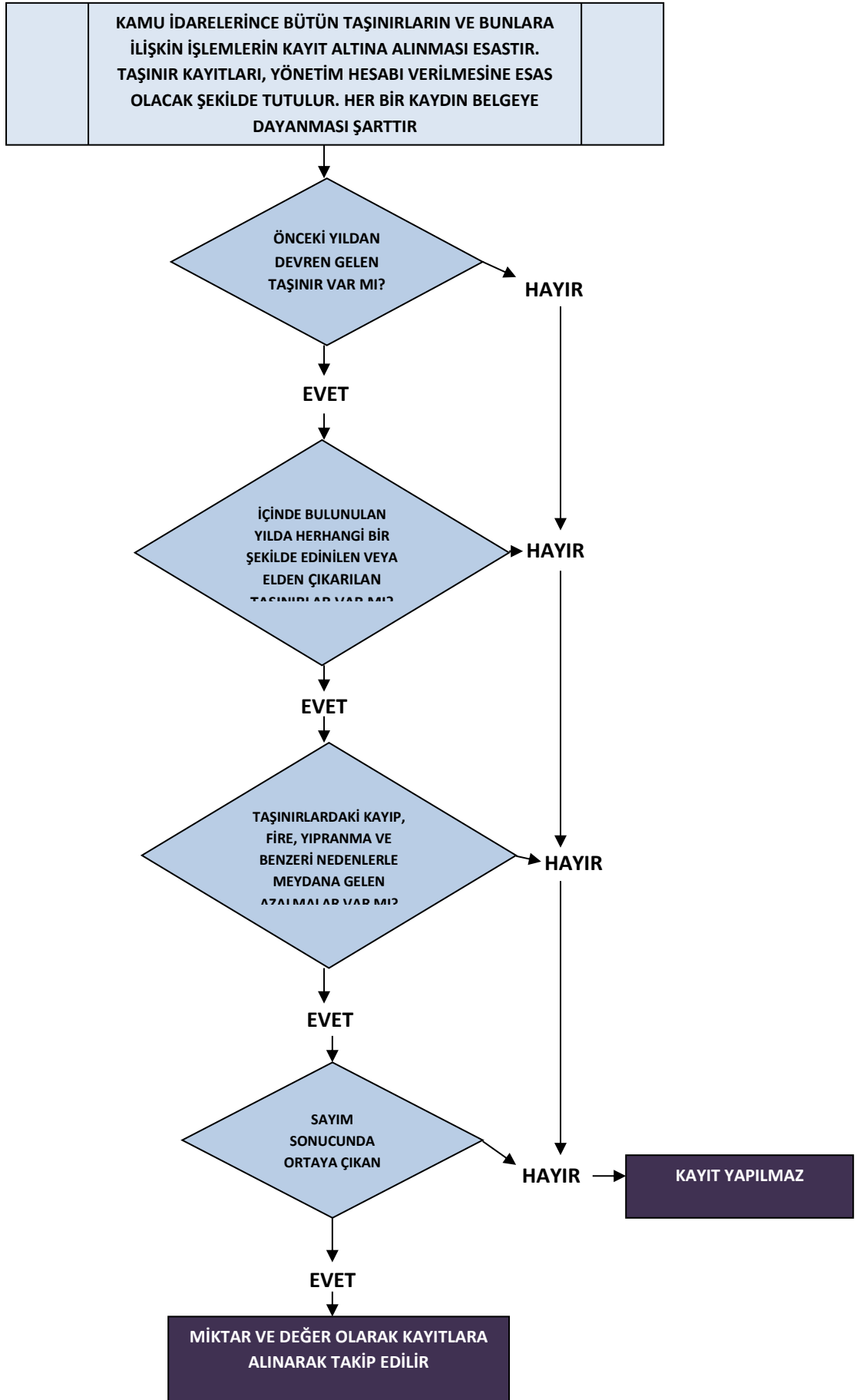


ARŞİV İŞLEMLERİ UYGUNLUK KONTROLÜ İŞ AKIŞ ŞEMASI

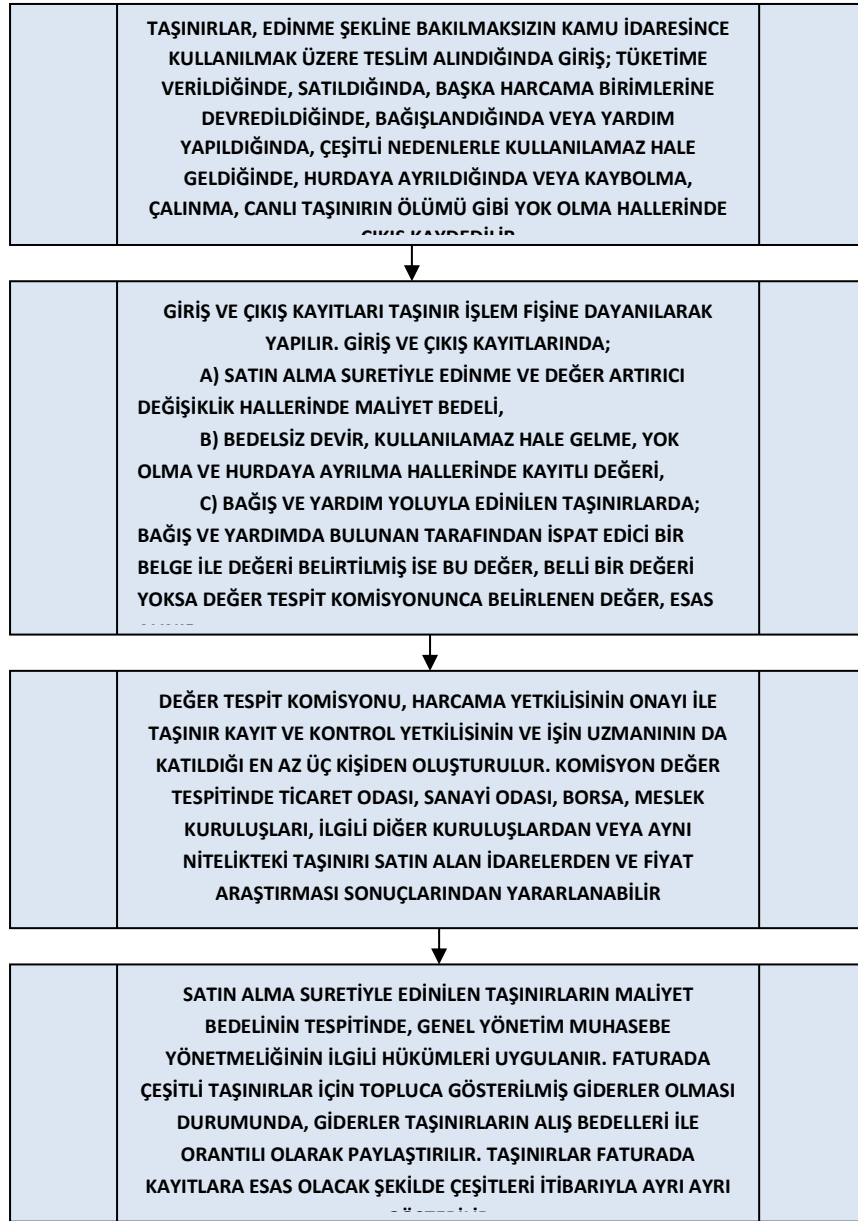


MALZEMELERİN BİRİM ARŞİVİNE DEVRİ İŞ AKIŞ ŞEMASI

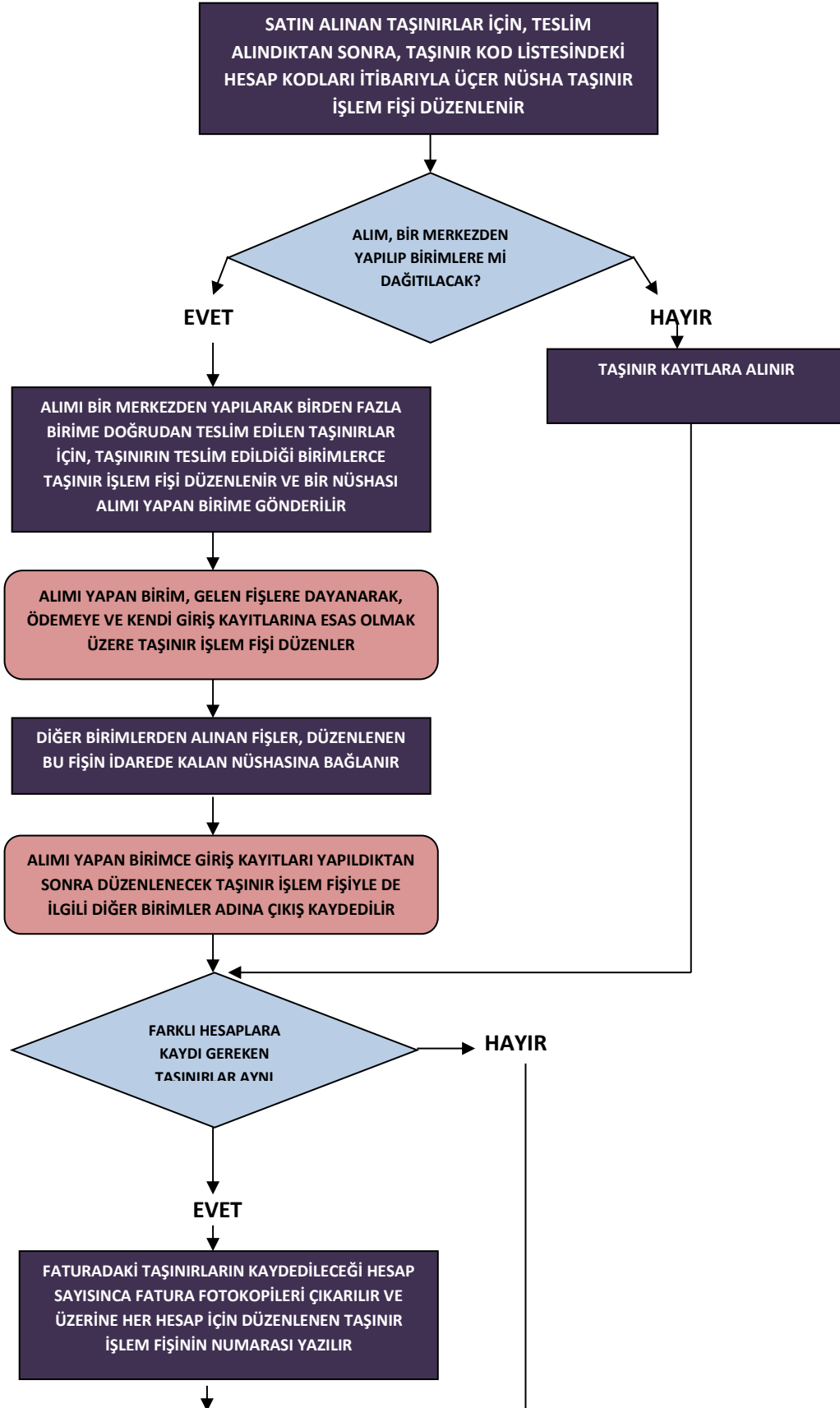
TAŞINIR İŞLEMLERİ; TAŞINIRLARIN KAYDI İŞ AKIŞ ŞEMASI



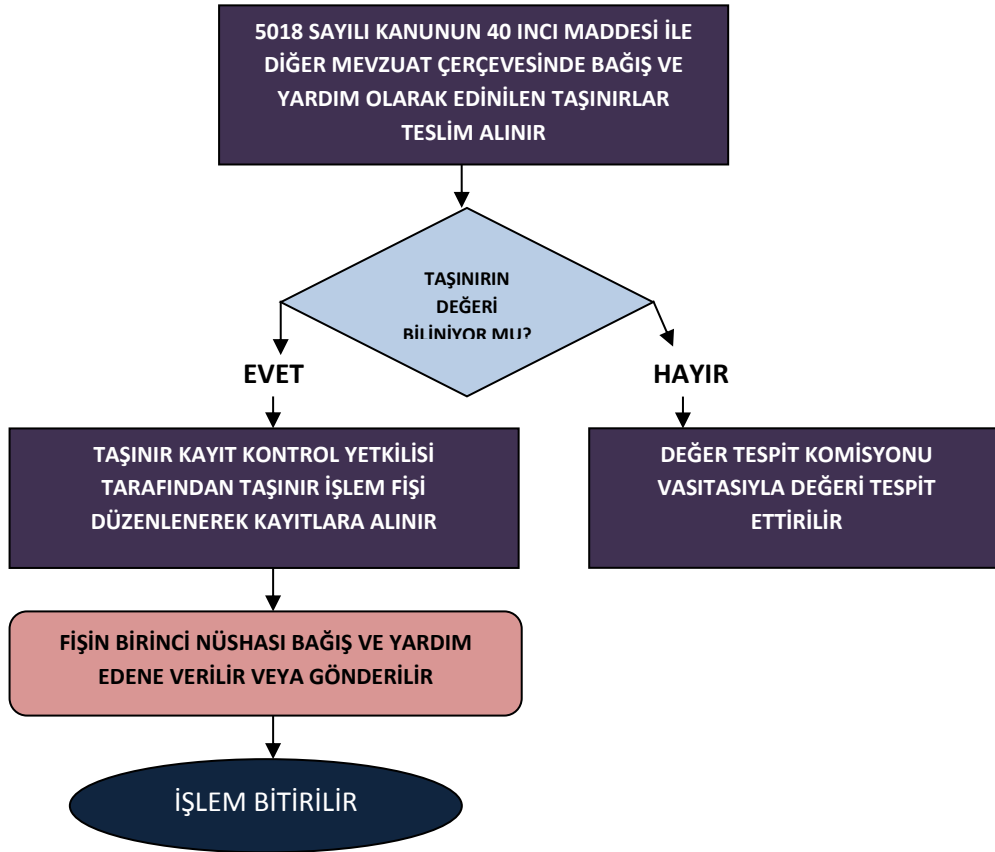
KAYIT ZAMANI, KAYIT DEĞERİ VE DEĞER TESPİT KOMİSYONU İŞ AKIŞ ŞEMASI



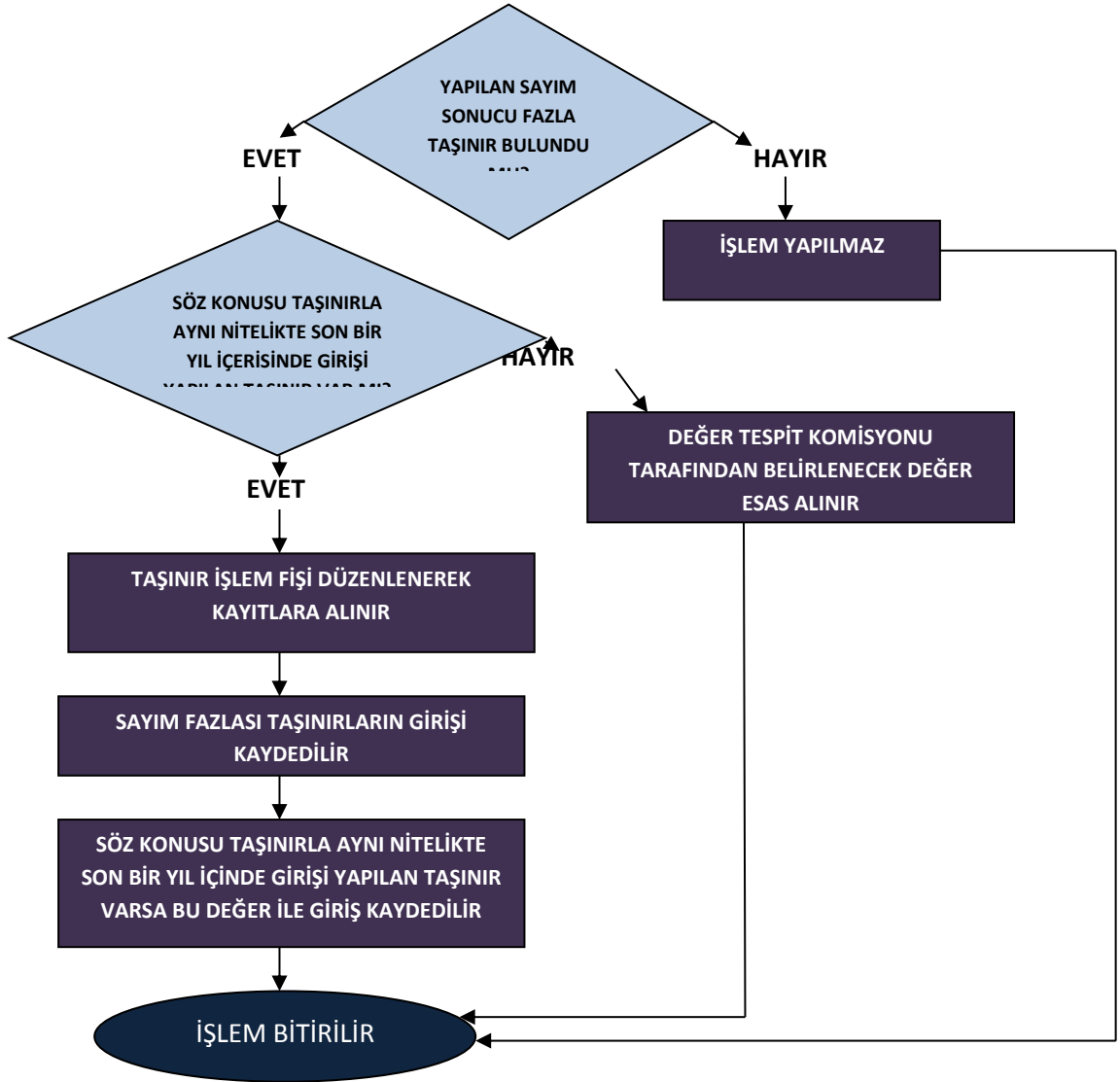
SATIN ALINAN TAŞINIRLARIN GİRİŞ İŞLEMLERİ İŞ AKIŞ ŞEMASI



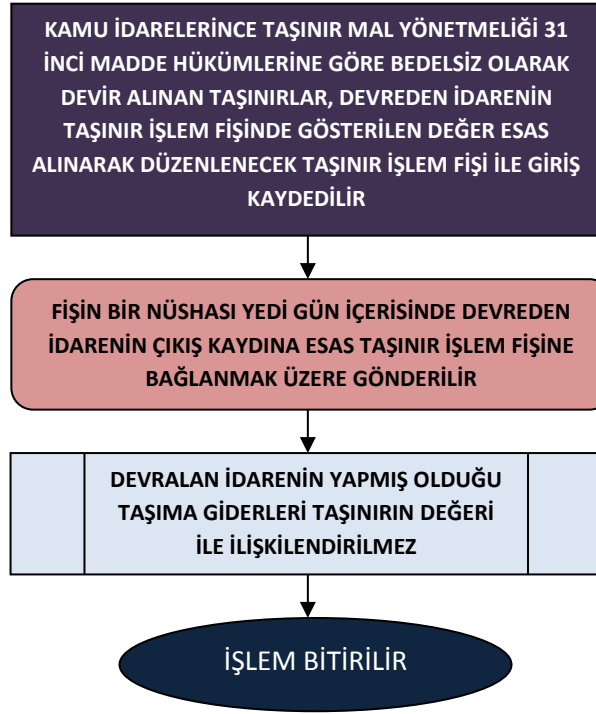


BAĞIŞ VE YARDIM YOLUYLA EDİNİLEN TAŞINIRLARIN GİRİŞİ İŞ AKIŞ ŞEMASI

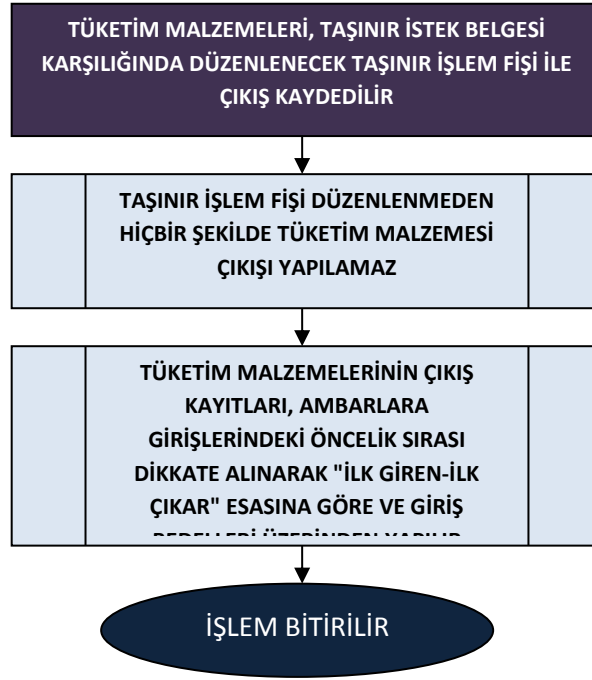
SAYIM FAZLASI TAŞINIRLARIN GİRİŞİ İŞ AKIŞ ŞEMASI

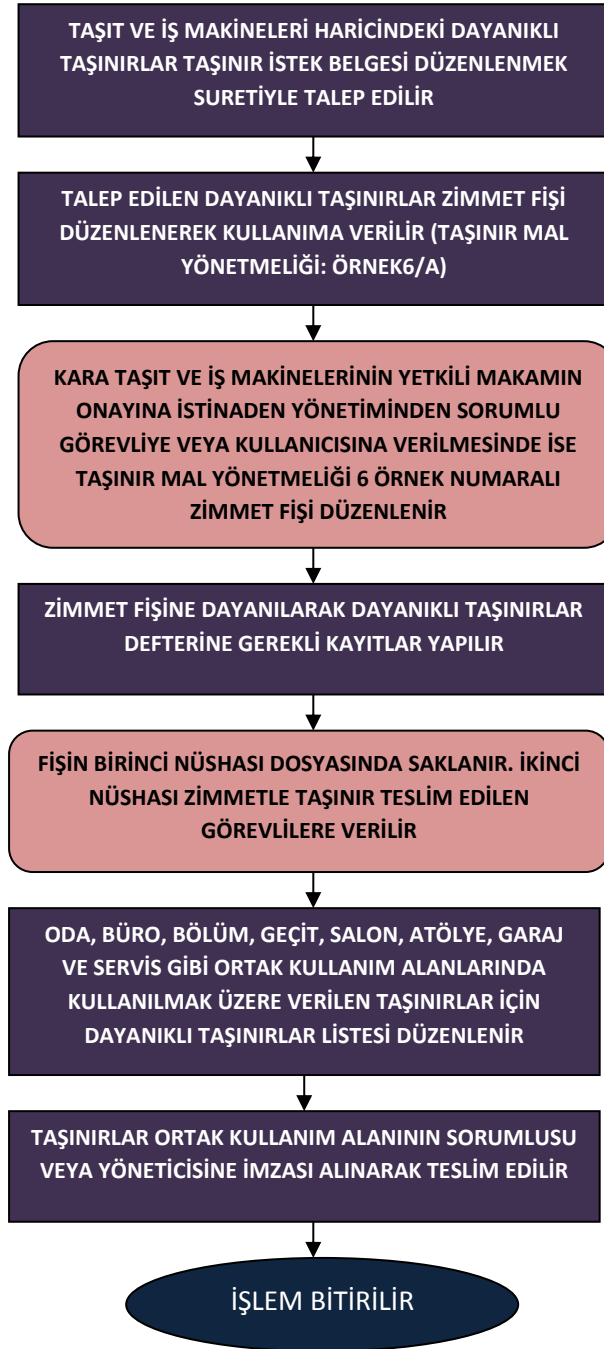


İADE EDİLEN TAŞINIRLARIN GİRİŞİ İŞ AKIŞ ŞEMASI

DEVİR ALINAN TAŞINIRLARIN GİRİŞİ İŞ AKIŞ ŞEMASI

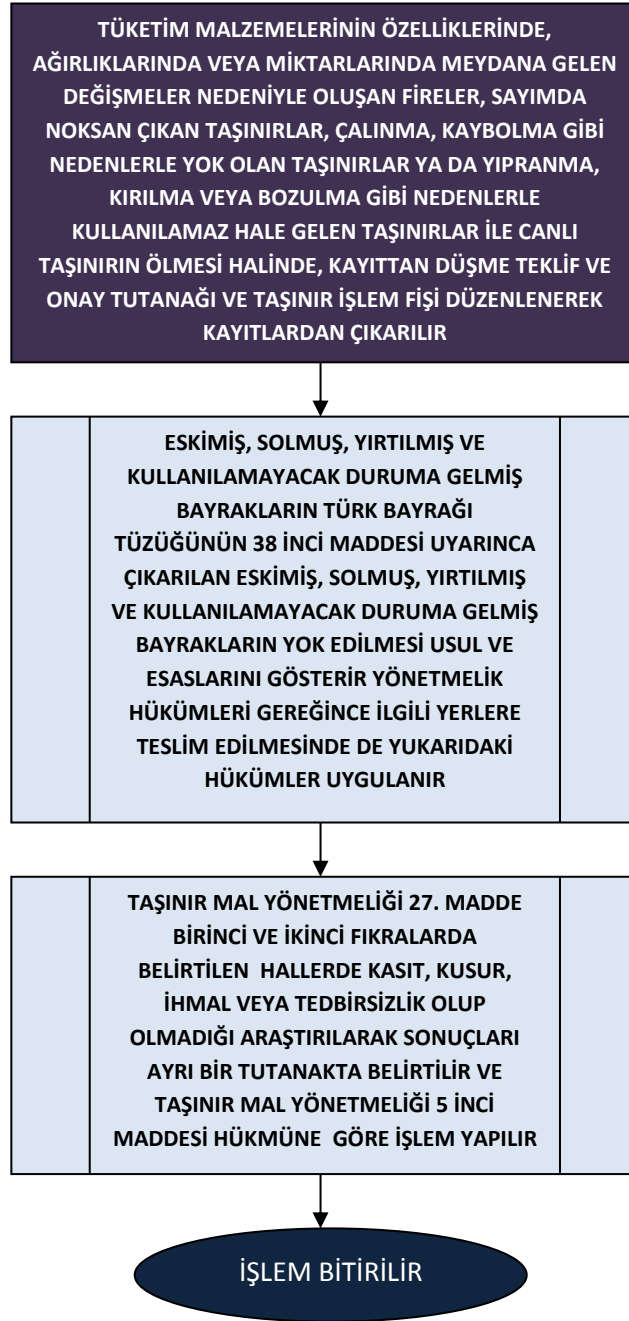
İÇ İMKÂNLARLA ÜRETİLEN TAŞINIRLARIN GİRİŞ İŞLEMLERİ İŞ AKIŞ ŞEMASI

TÜKETİM SURETİYLE ÇIKIŞ İŞ AKIŞ ŞEMASI

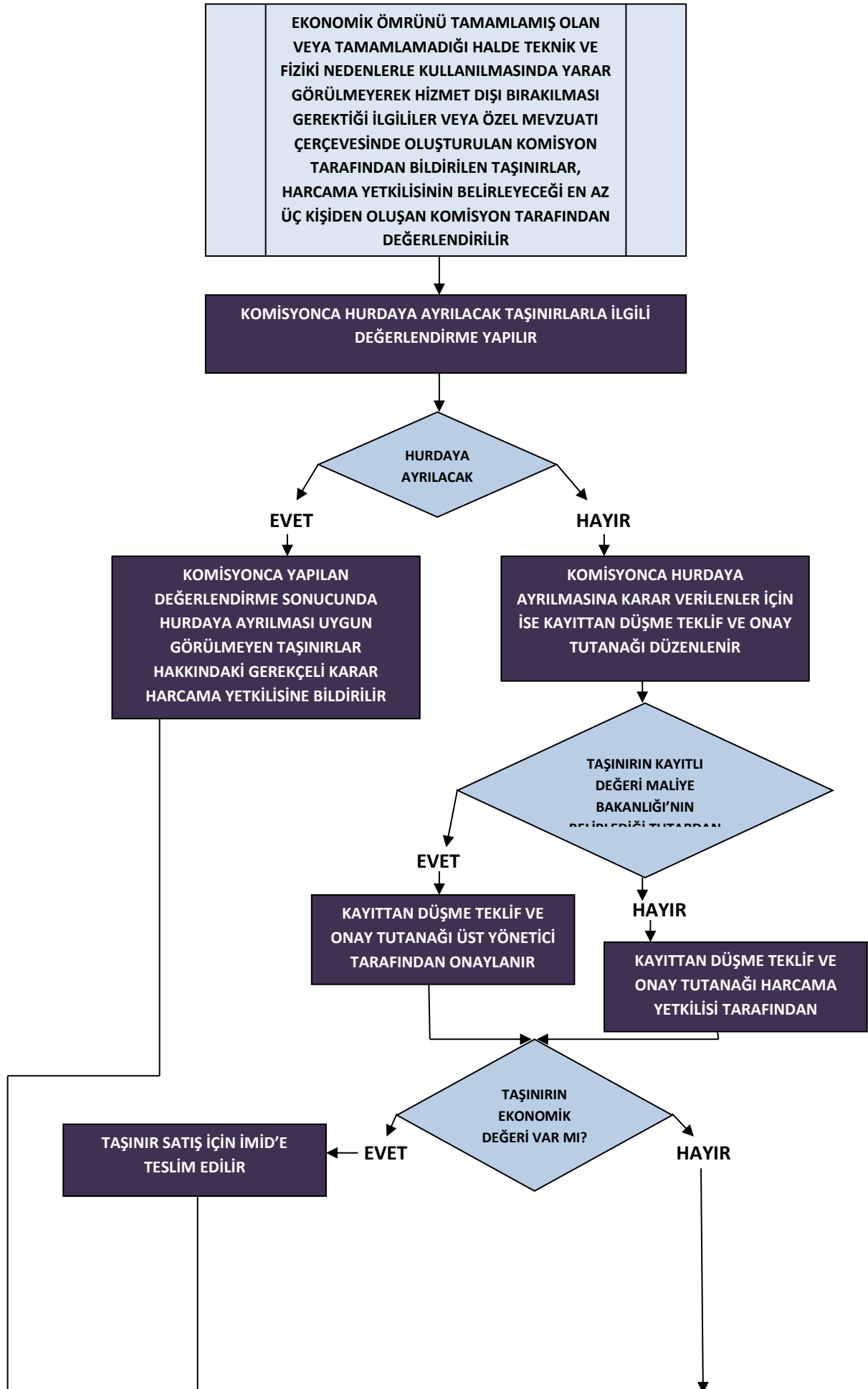
KULLANIM SURETİYLE ÇIKIŞ İŞ AKIŞ ŞEMASI

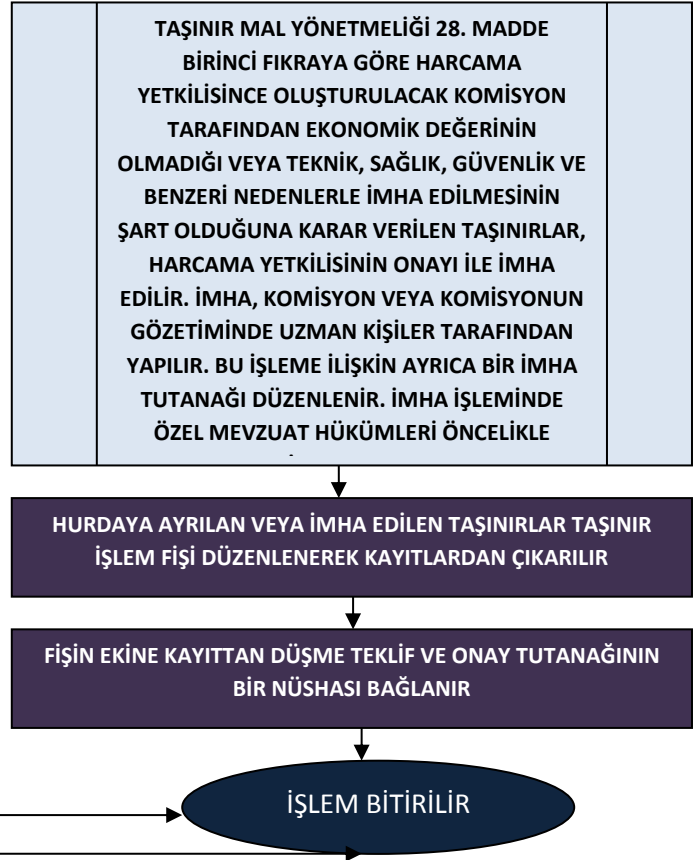
DEVİR SURETİYLE ÇIKIŞ İŞ AKIŞ ŞEMASI

SATIŞ SURETİYLE ÇIKIŞ İŞ AKIŞ ŞEMASI

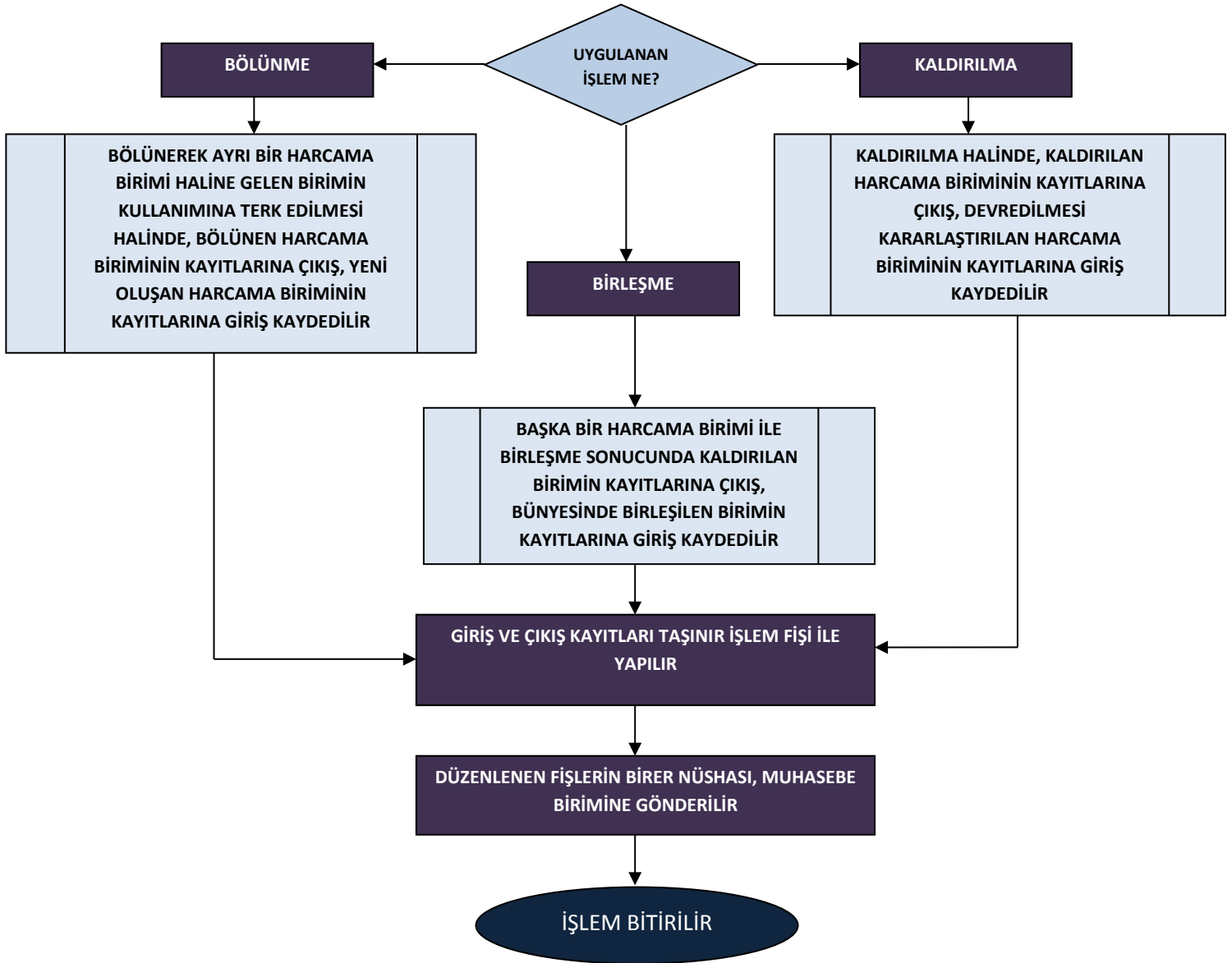
KULLANILMAZ HALE GELME, YOK OLMA VEYA SAYIM NOKSANI NEDENİYLE ÇIKIŞ İŞ AKIŞ ŞEMASI

HURDAYA AYIRMA NEDENİYLE ÇIKIŞ İŞ AKIŞ ŞEMASI

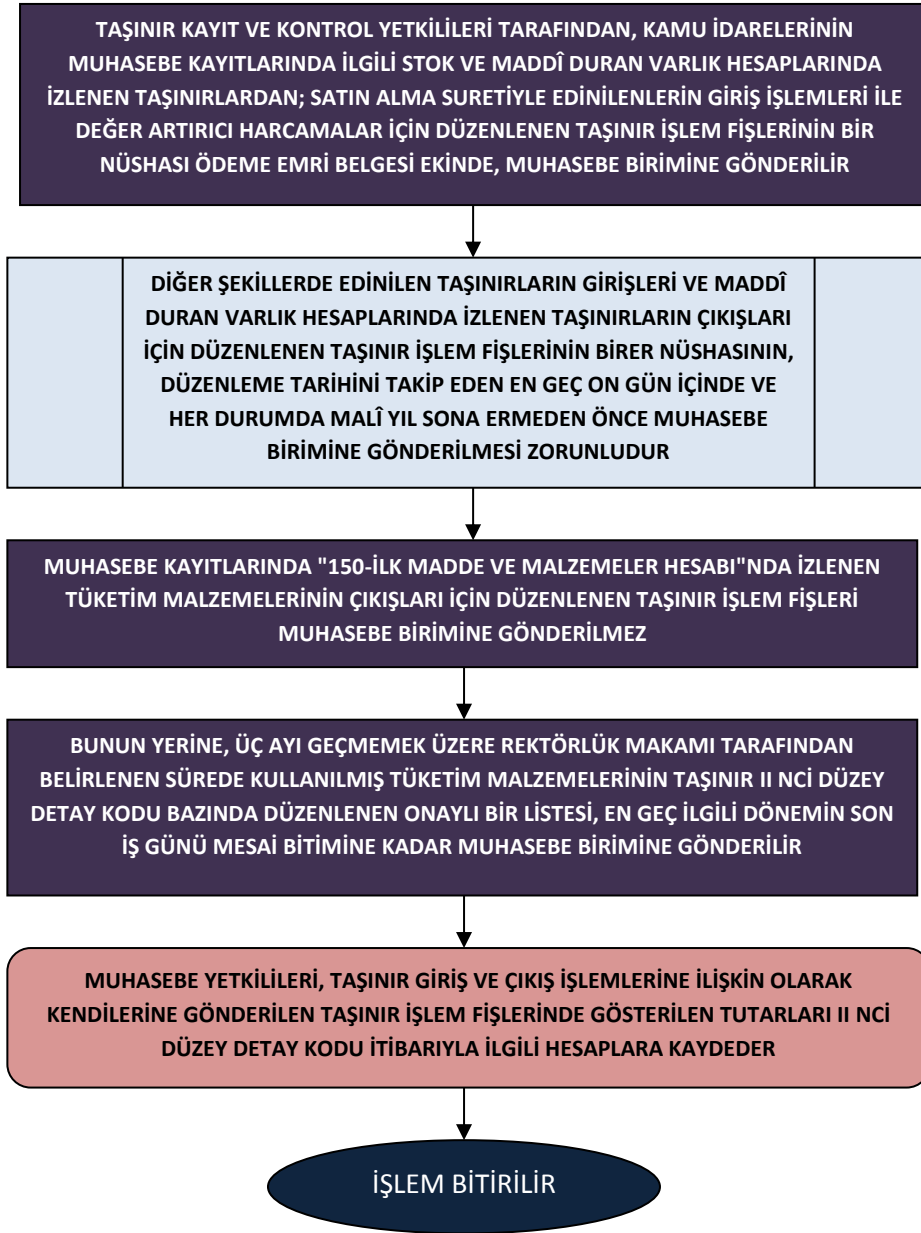




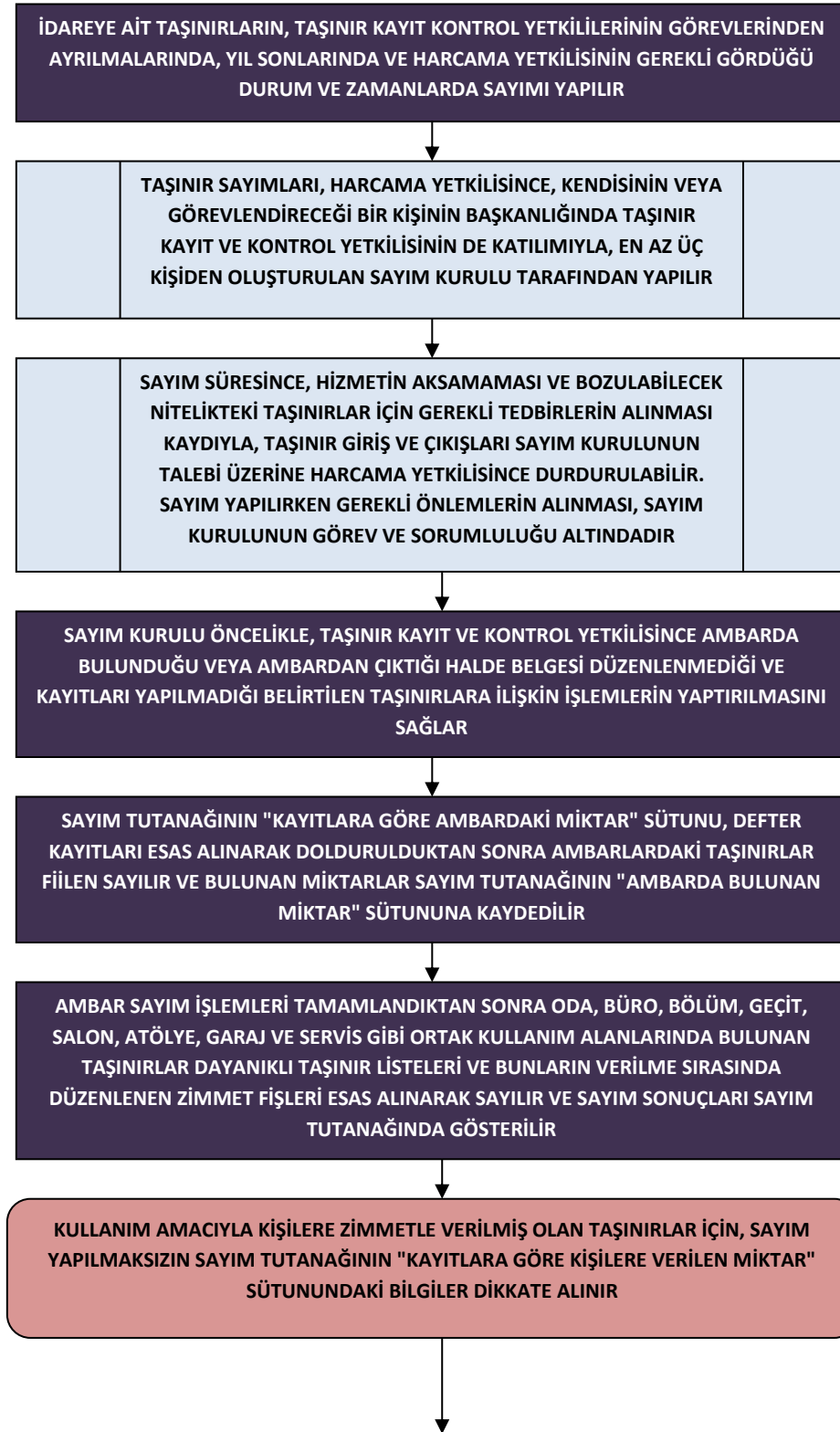
BÖLÜNEN, BİRLEŞEN VEYA KALDIRILAN HARCAMA BİRİMLERİNE AİT TAŞINIRLAR HAKKINDA YAPILACAK İŞLEMLER İŞ AKIŞ ŞEMASI

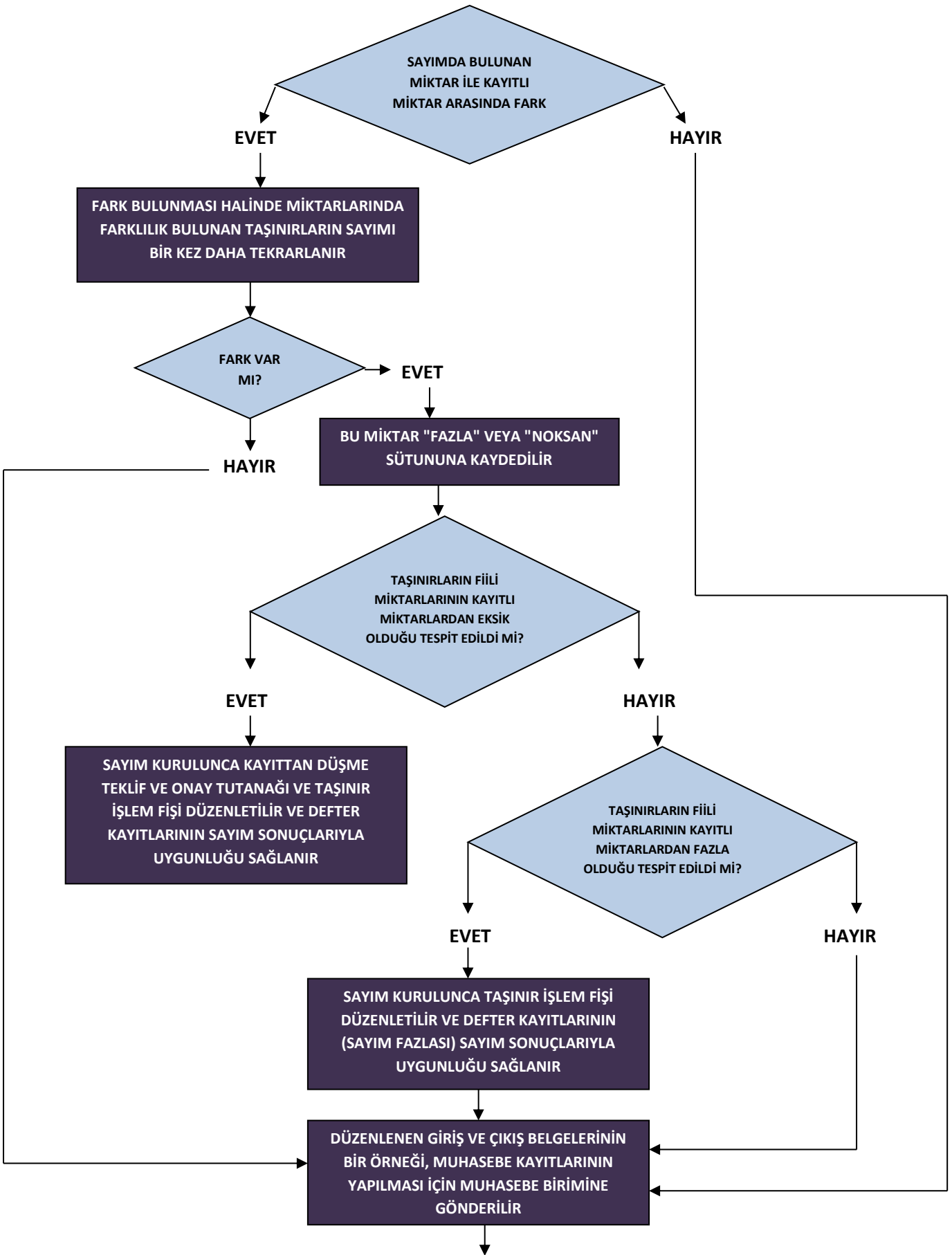


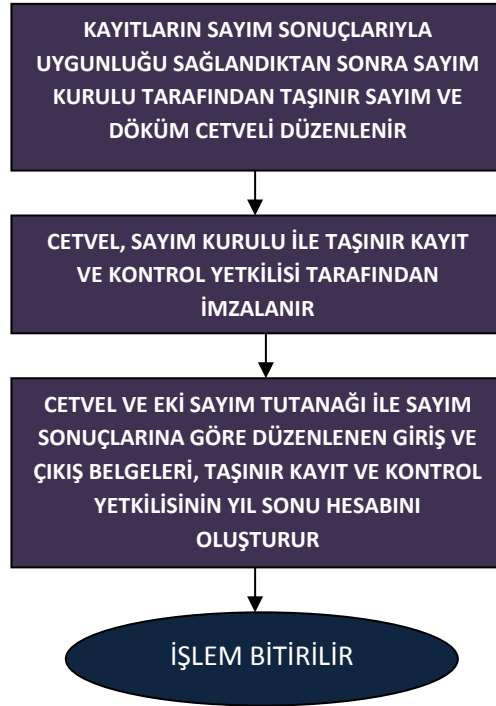
TAŞINIR GİRİŞ VE ÇIKIŞ İŞLEMLERİNİN MUHASEBE BİRİMİNE BİLDİRİLMESİ İŞ AKIŞ ŞEMASI



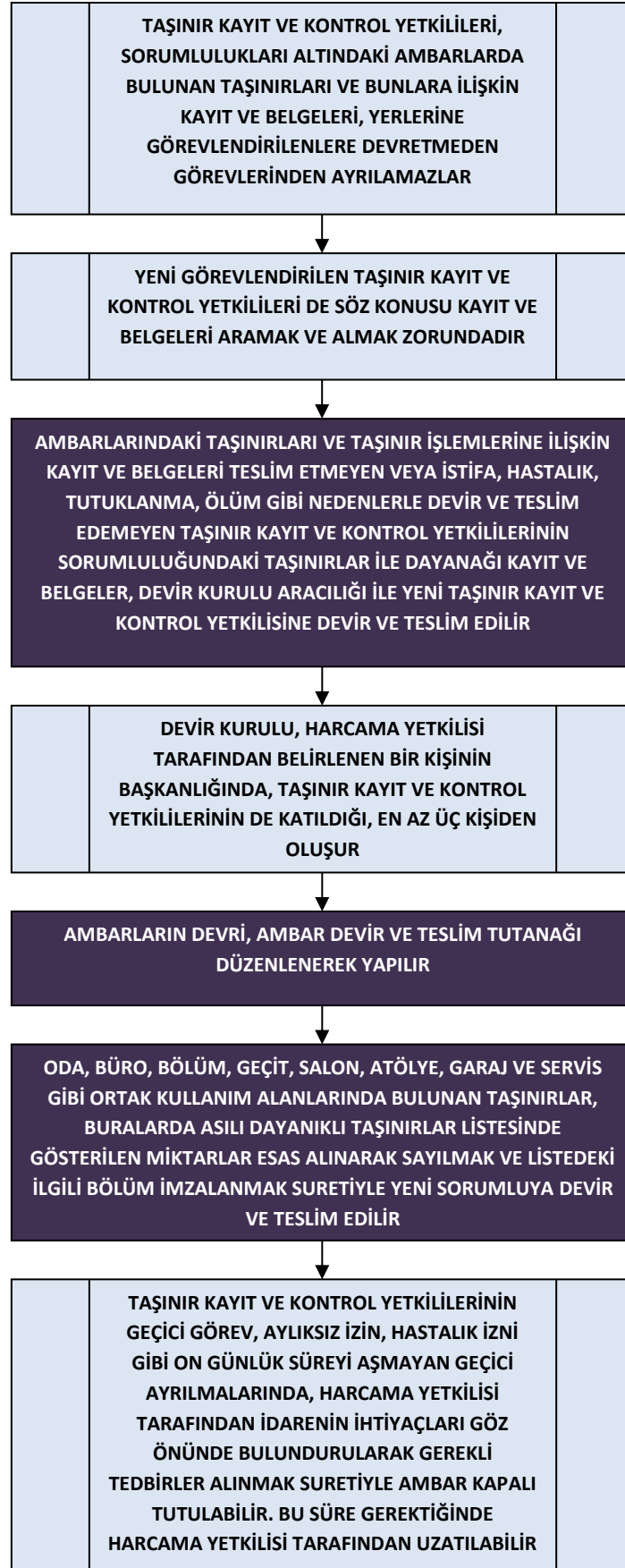
SAYIM VE SAYIM SONRASI YAPILACAK İŞLEMLER İŞ AKIŞ ŞEMASI



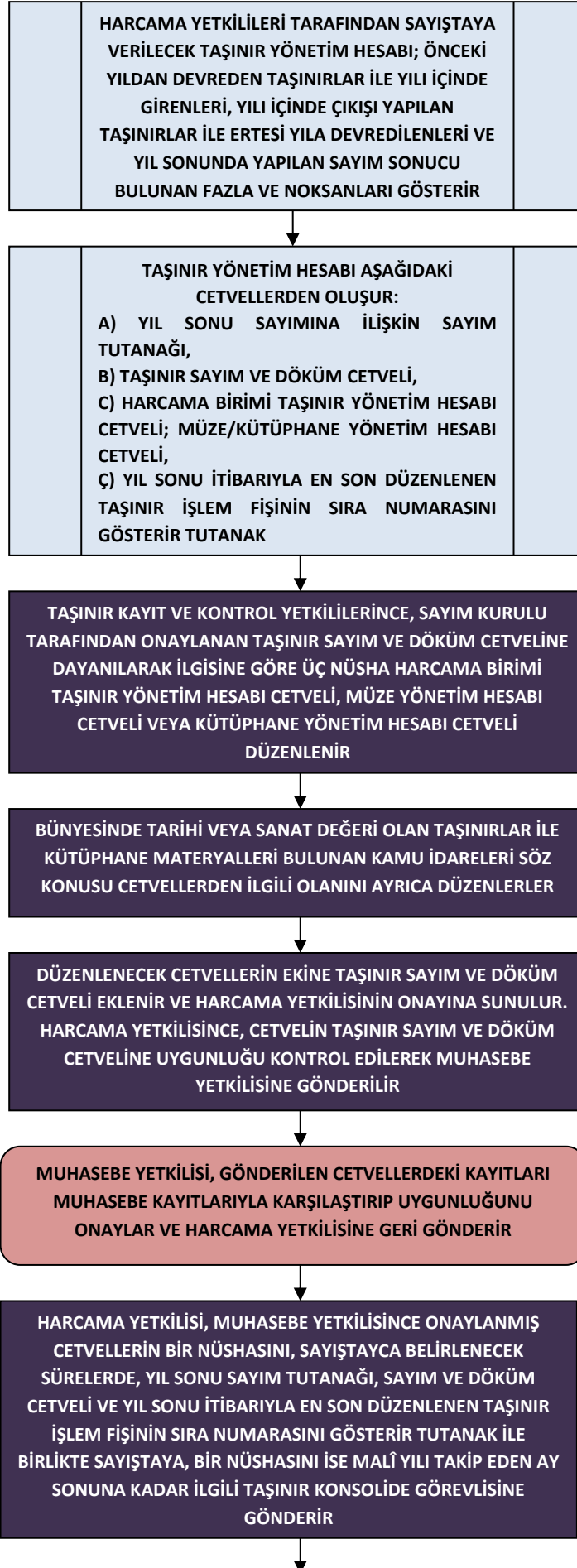




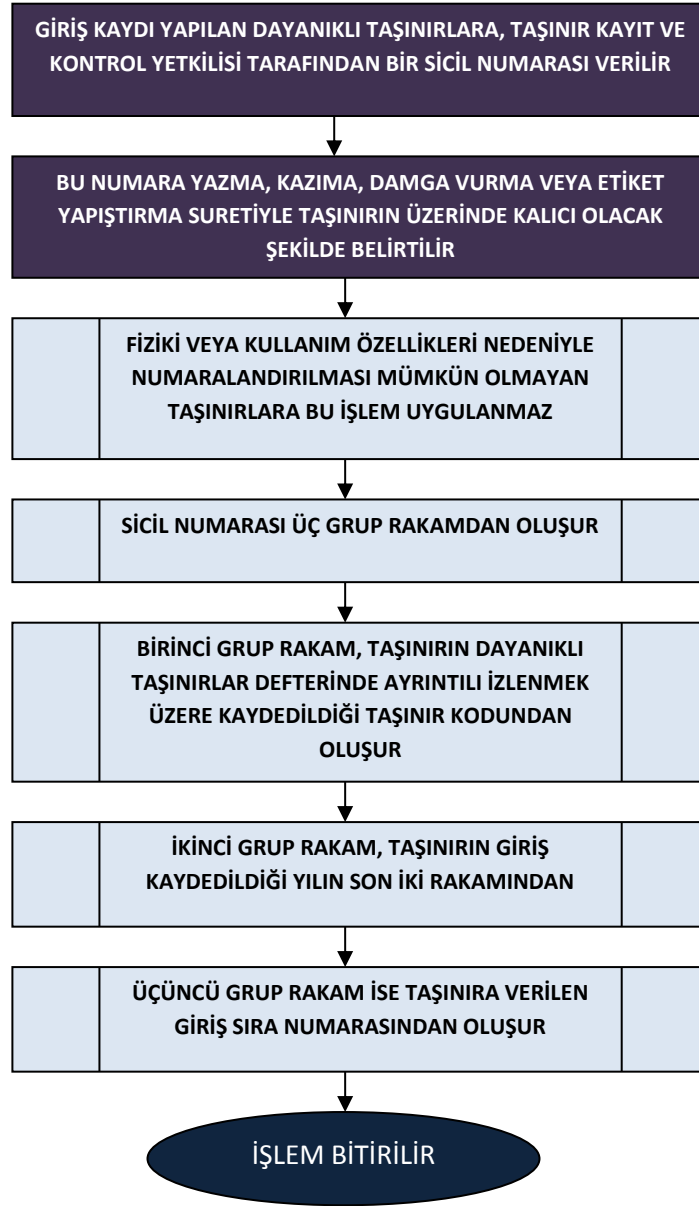
DEVİR İŞLEMLERİ İŞ AKIŞ ŞEMASI



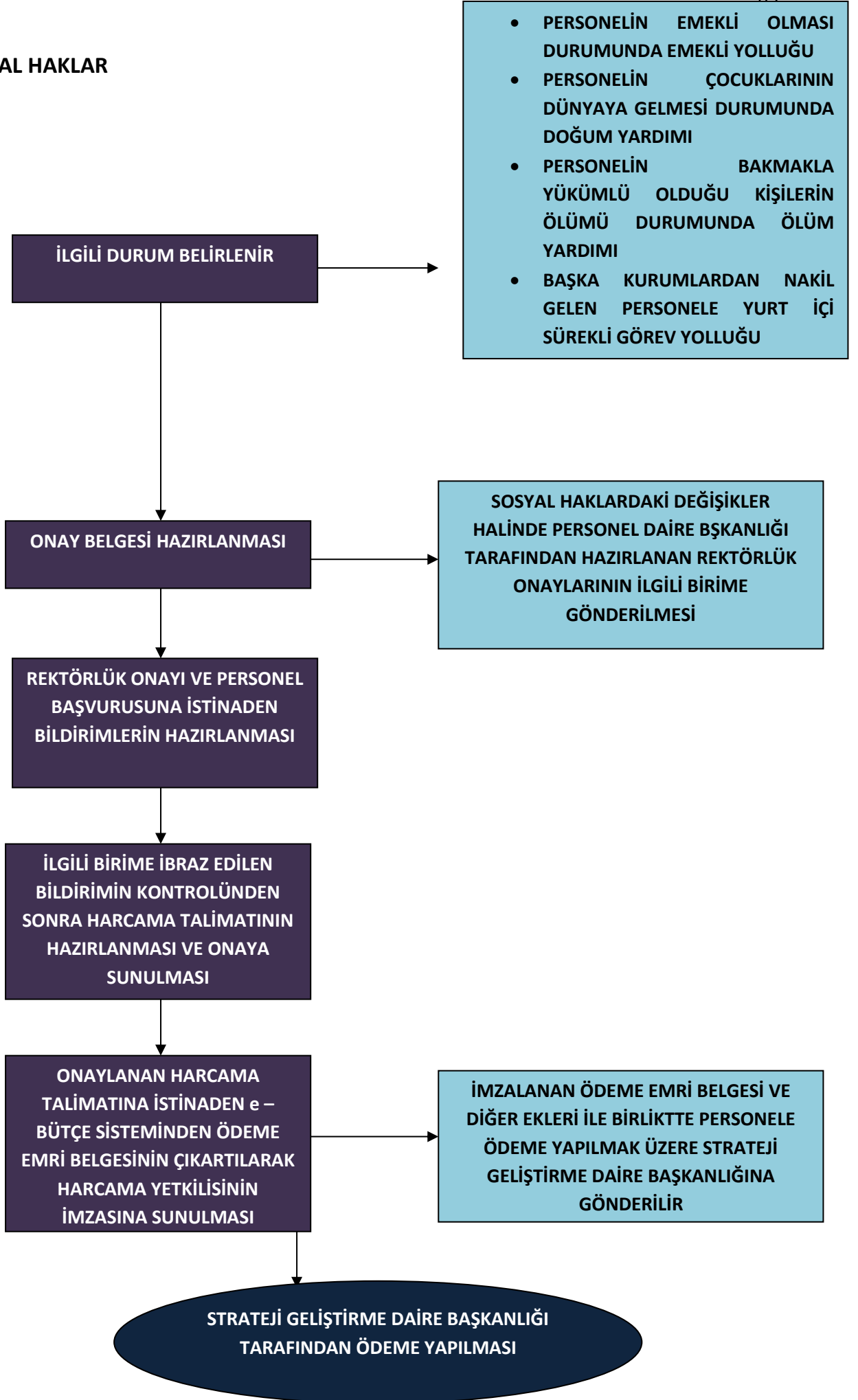
TAŞINIR YÖNETİM HESABI İŞ AKIŞ ŞEMASI



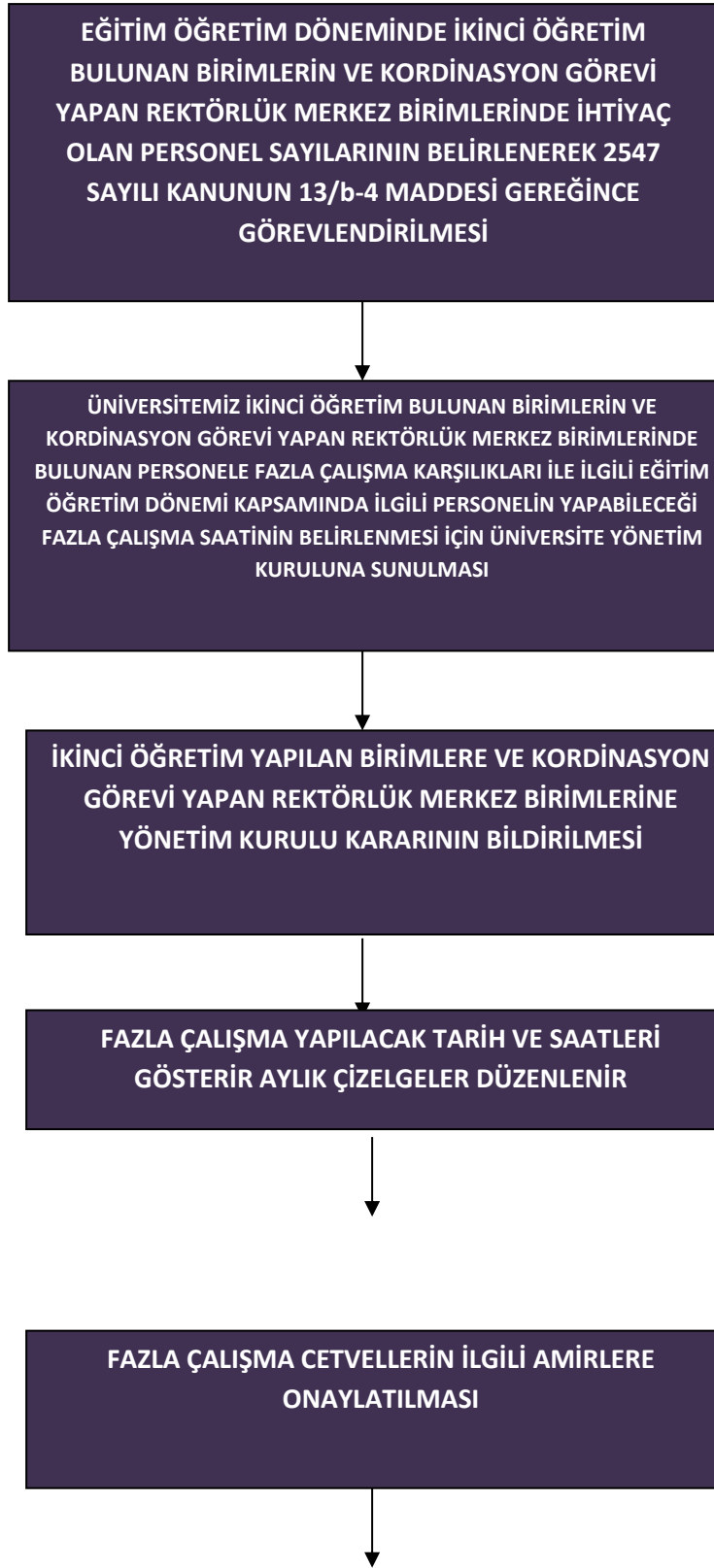


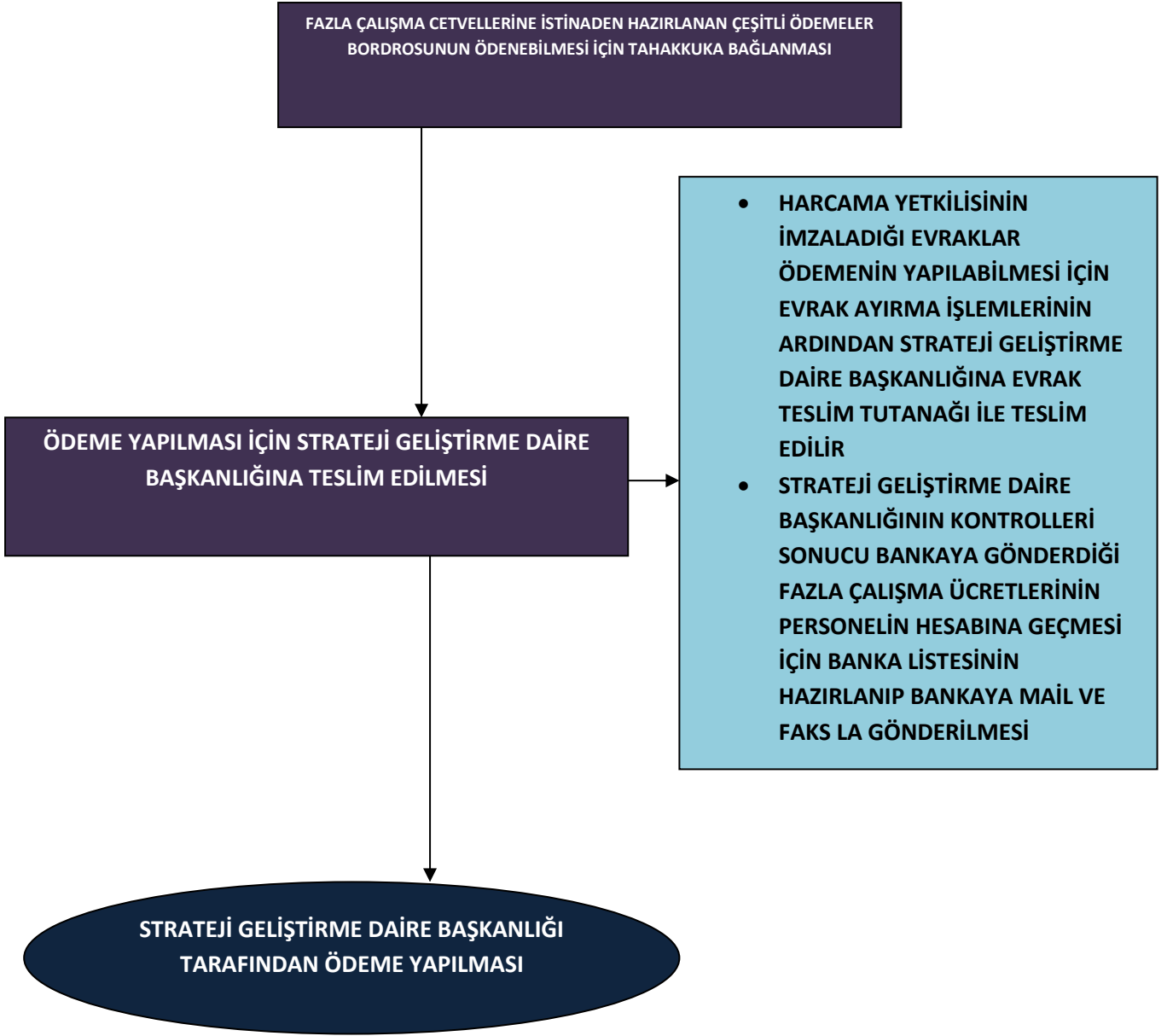
DAYANIKLI TAŞINIRLARIN NUMARALANDIRILMASI İŞ AKIŞ ŞEMASI

SOSYAL HAKLAR

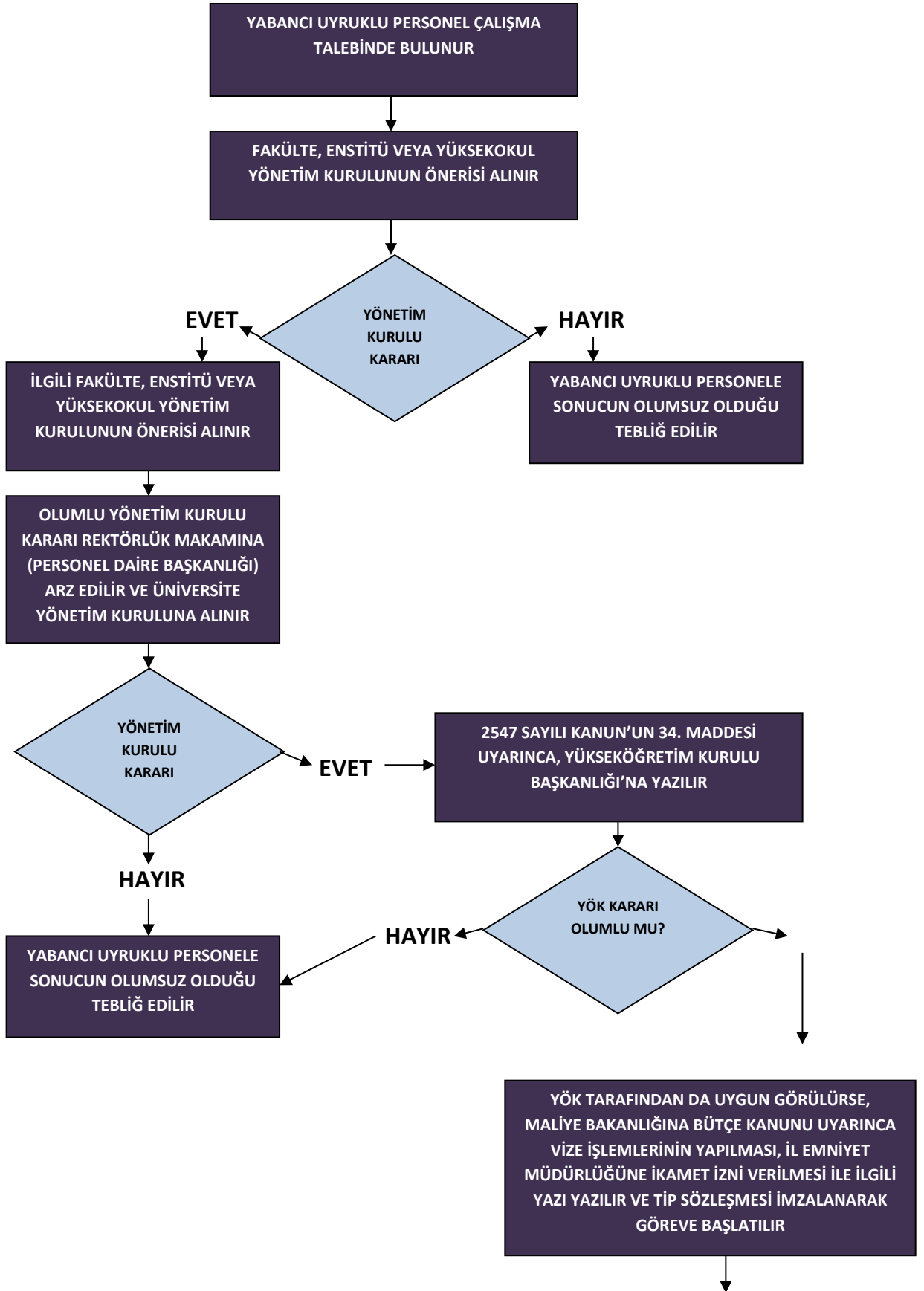


FAZLA ÇALIŞMA ÖDEME İŞ AKIŞ ŞEMASI



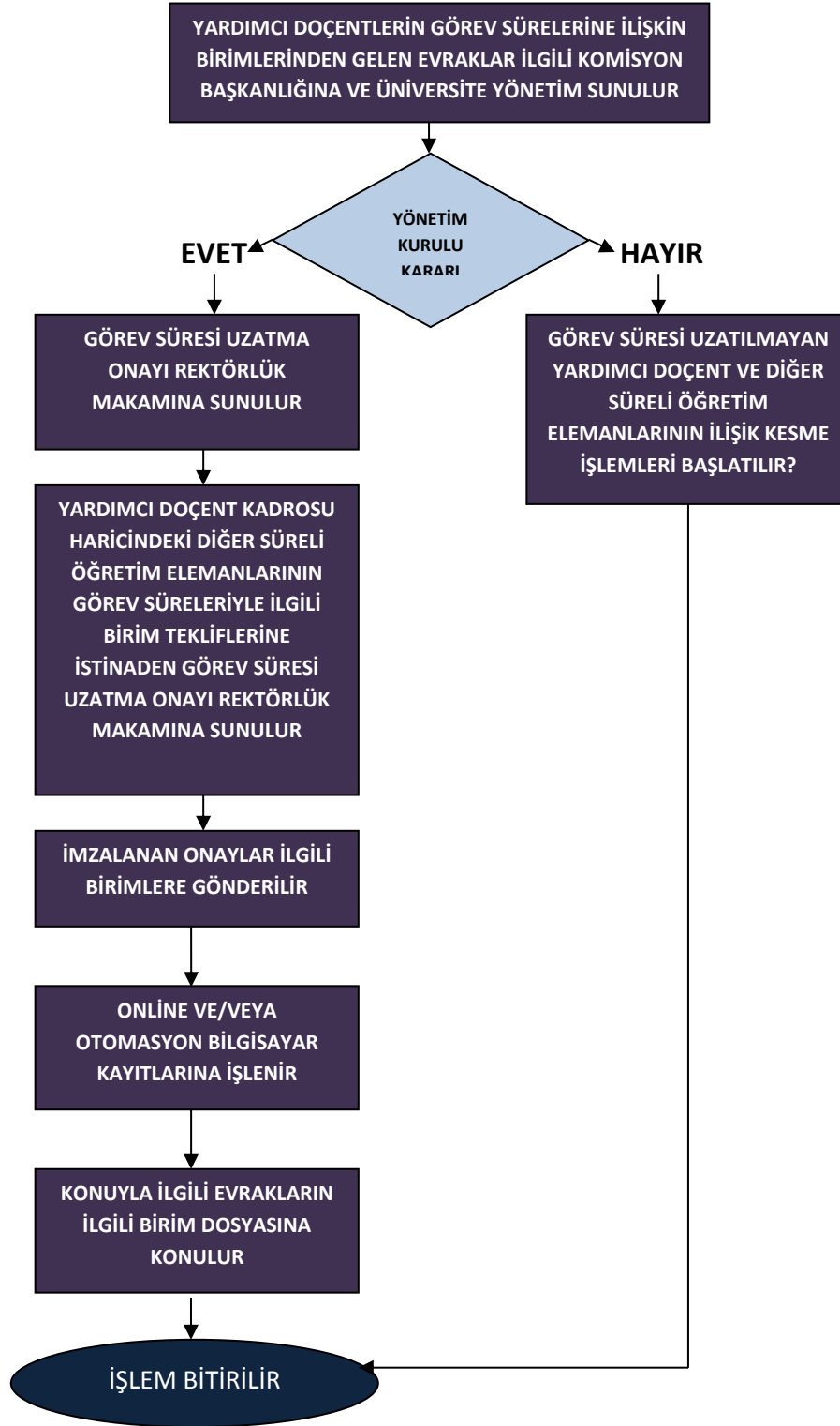


YABANCI UYUKLU PERSONEL İSTİHDAMI İLE İLGİLİ İŞLEMLER

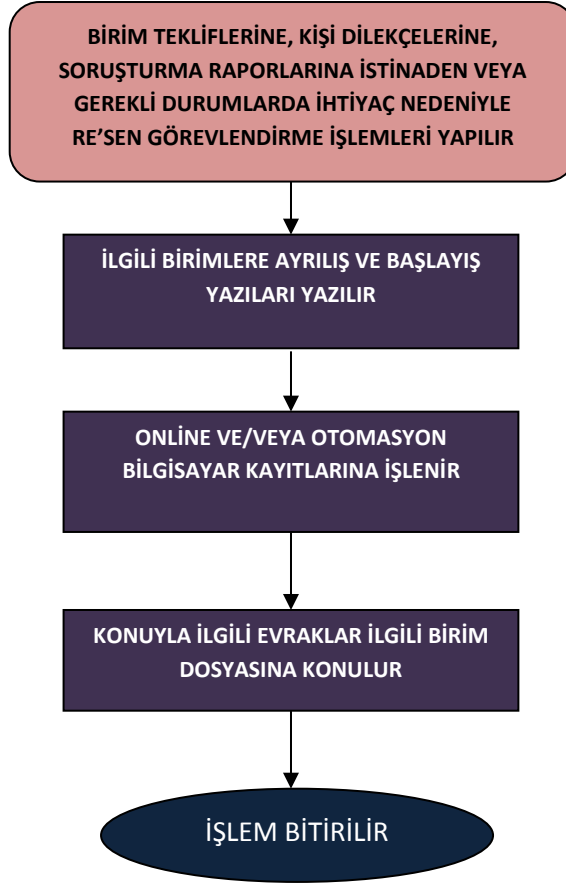




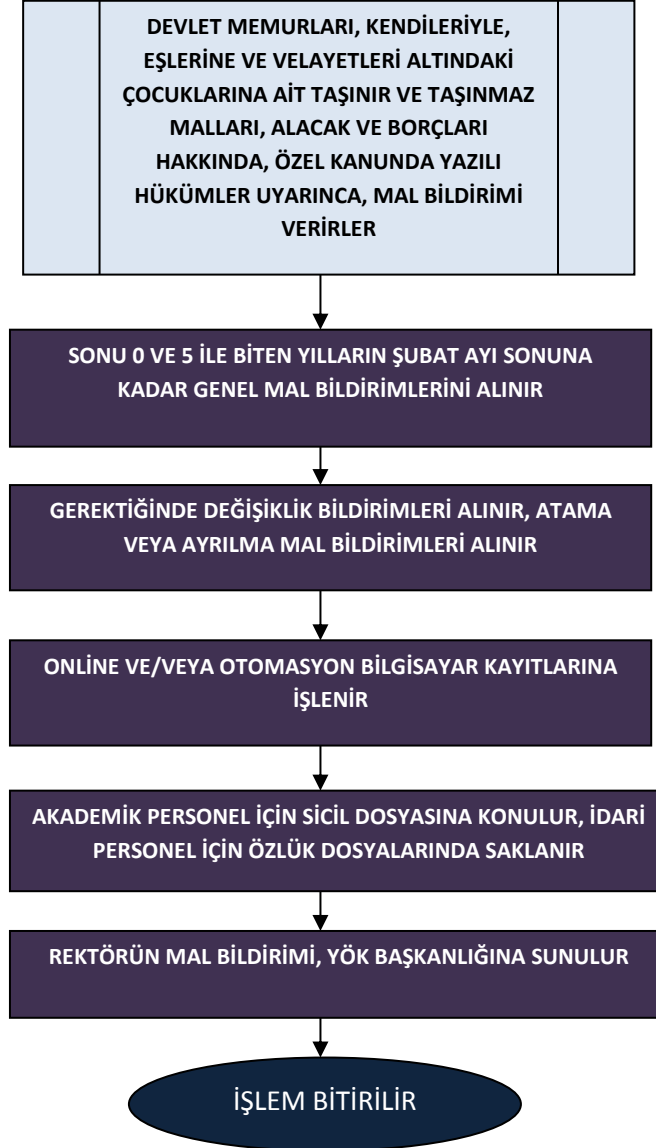
**YRD.DOÇ. , ÖĞR.GÖR., OKT., ARŞ.GÖR., UZMAN, ÇEVİRİCİ, EĞT-ÖĞR.PLANLAMACISI
KADROSUNDA OLANLARIN GÖREV SÜRELERİ İLE İLGİLİ İŞLEMLER**



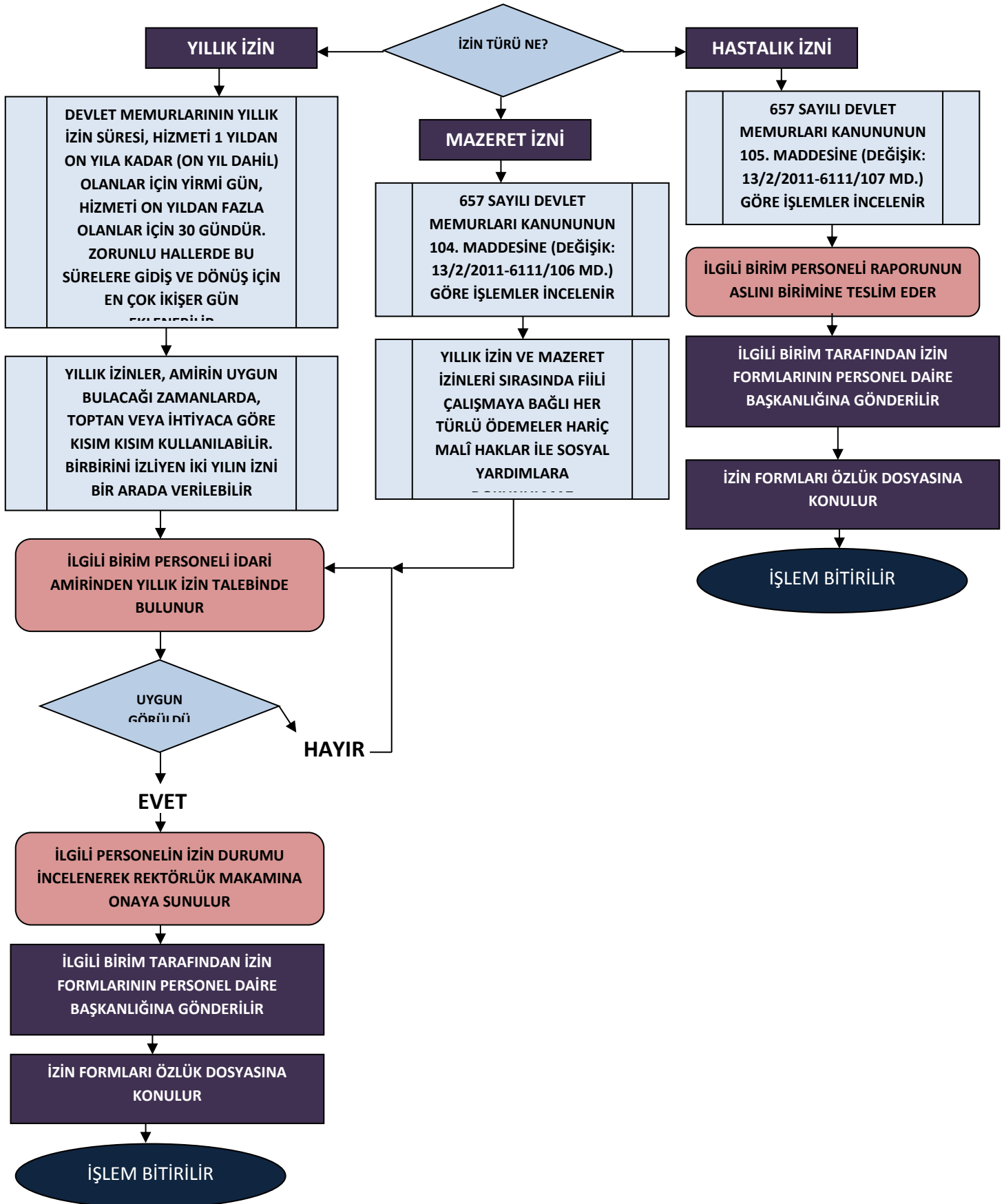
KURUM İÇİ GÖREVLENDİRME İŞLEMLERİ



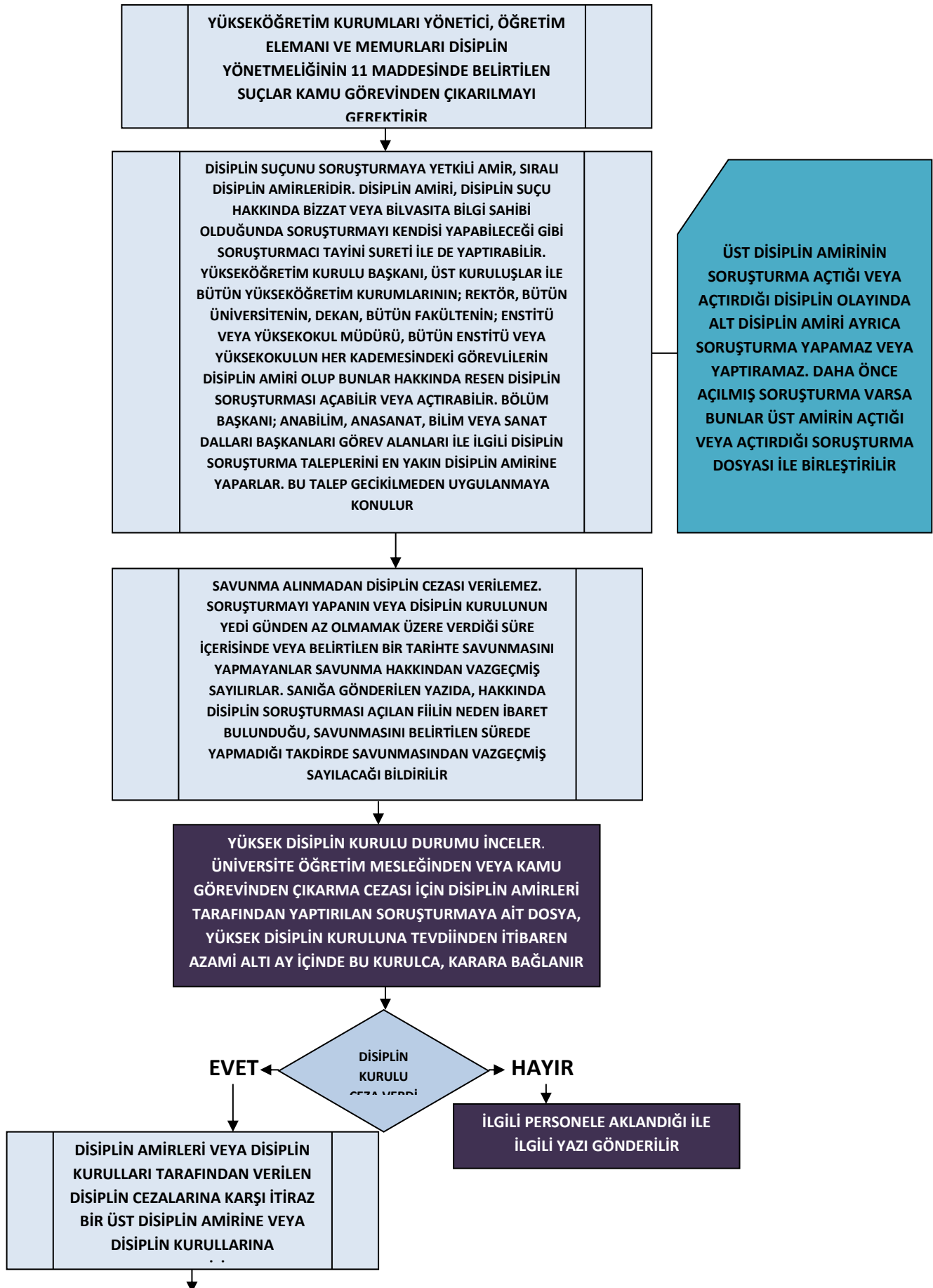
MAL BİLDİRİMİ BEYANNAMELERİ İLE İLGİLİ İŞLEMLER

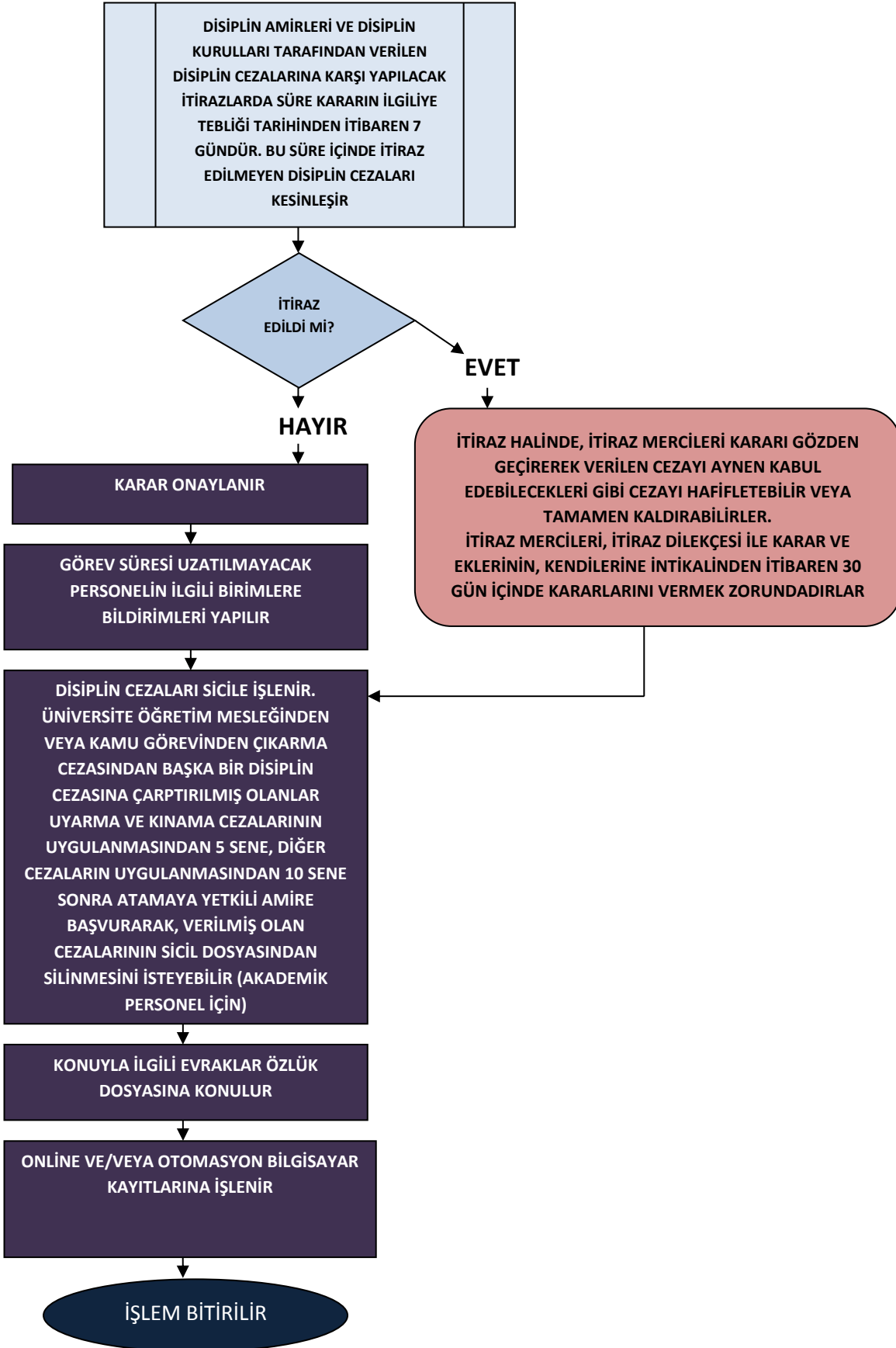


YILLIK, MAZERET (EVLENME, DOĞUM, ÖLÜM) ÜCRETSİZ İZİN İLE HASTALIK İZİN VE RAPOR İŞLEMLERİ

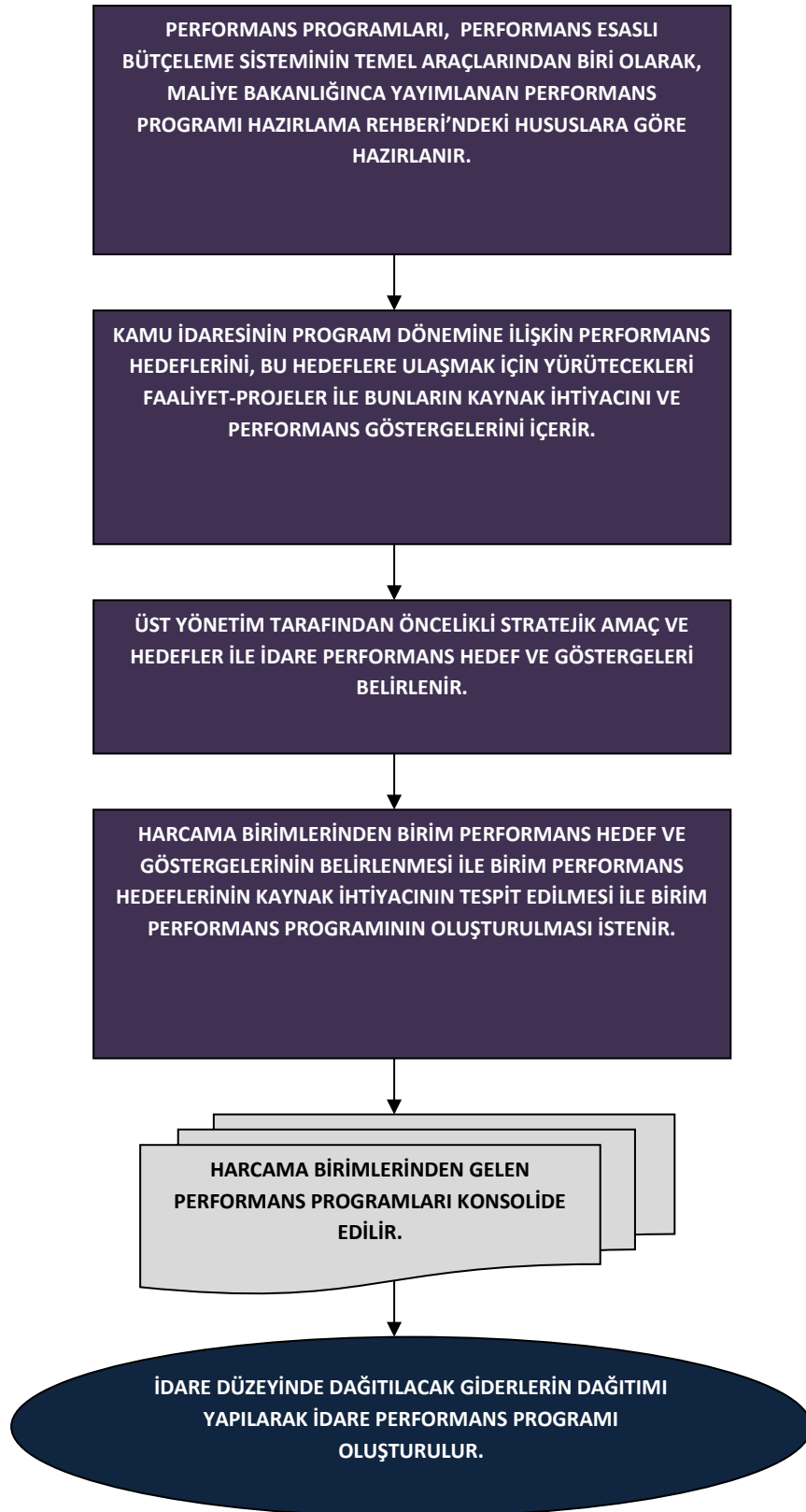


KAMU GÖREVİNDEN, EĞİTİM ÖĞRETİM MESLEĞİNDEN ÇIKARMA VEYA GÖREV SÜRESİ UZATILMAYAN PERSONEL İŞLEMLERİ

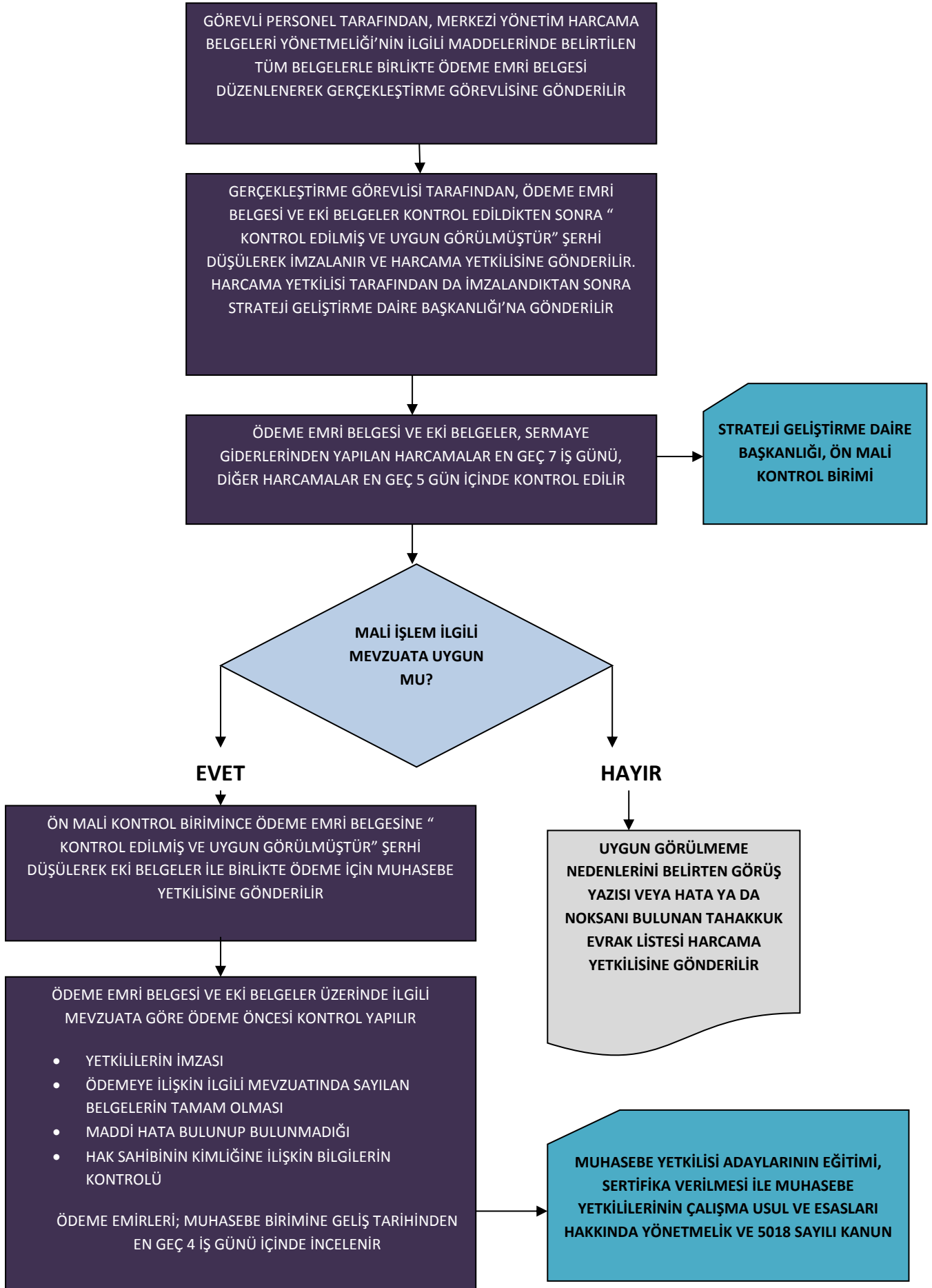




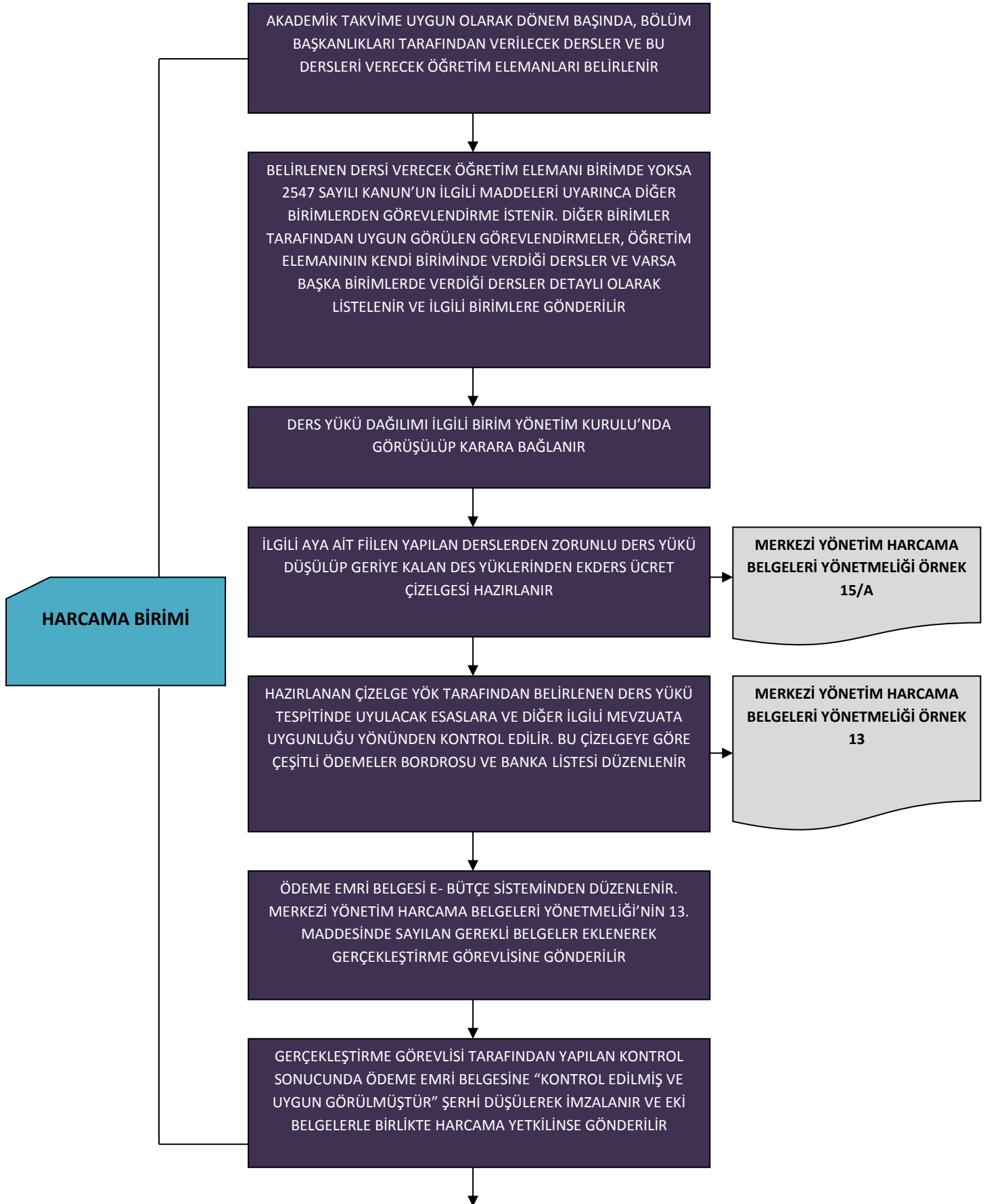
PERFORMANS PROGRAMI HAZIRLAMA İŞ AKIŞ SÜRECİ

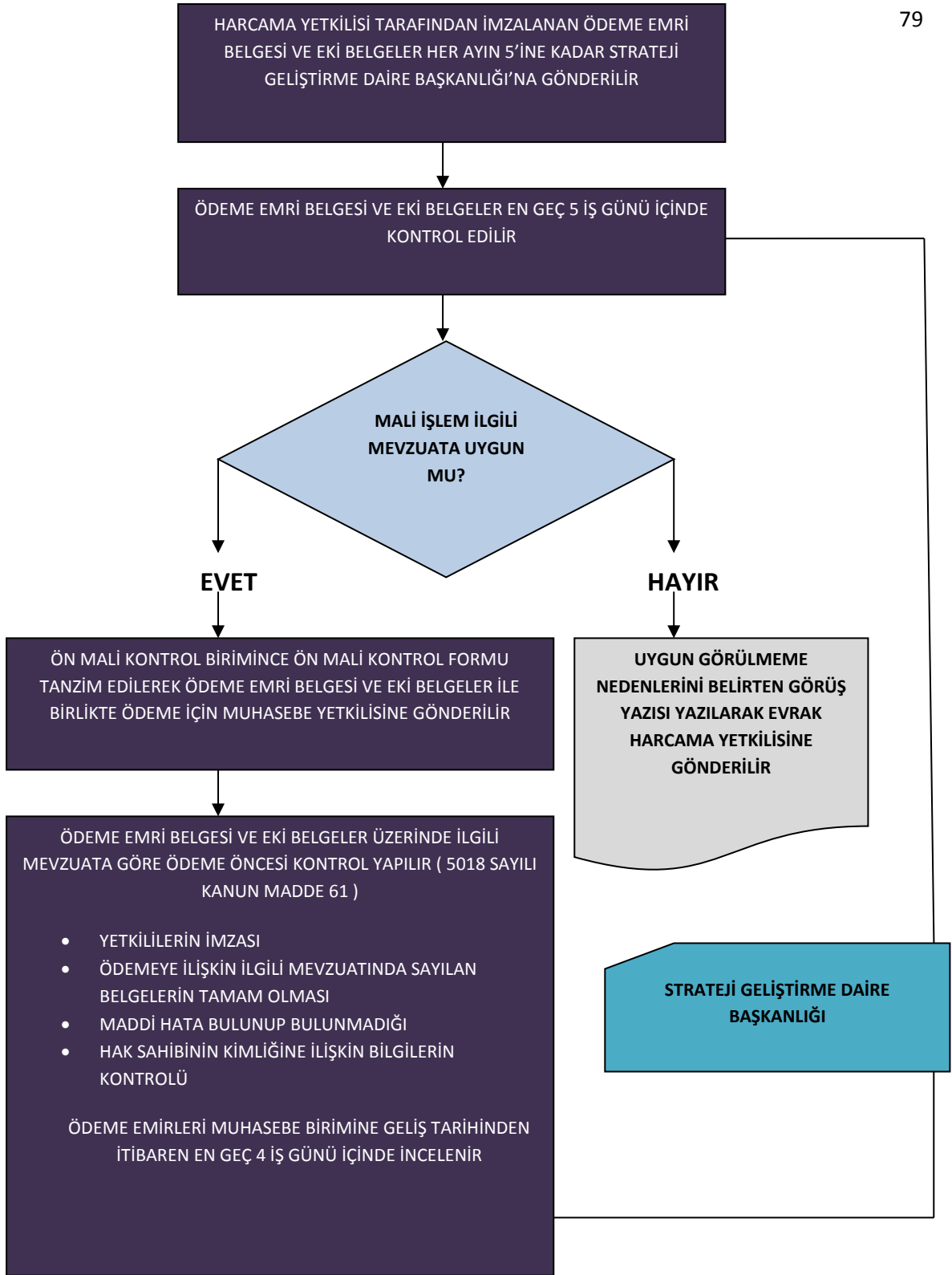


DOĞRUDAN TEMİN USULÜ İLE YAPILACAK ALIM İŞLEMLERİ ÖN MALİ KONTROLÜ İŞ AKIŞ ŞEMAS



PERSONEL GİDERLERİ EK DERS ÜCRETİ İŞ AKIŞ ŞEMASI





YOLLUK ÖDEMELERİ İŞ AKIŞ ŞEMASI

YURT İÇİ VE YURT DIŞI SÜREKLİ GÖREV YOLLUKLARINDA:

- ATAMALARDA ATAMA ONAY, DİĞER HALLERDE HARCAMA TALİMATI
- PERSONEL NAKİL BİLDİRİMİ
- YURTIÇI/YURTDIŞI SÜREKLİ GÖREV YOLLUĞU BİLDİRİMİ ÖDEME EMRİ BELGESİNE BAĞLANIR (MERKEZİ YÖNETİM HARCAMA BELGELERİ YÖNETMELİĞİ ÖRNEK: 28)

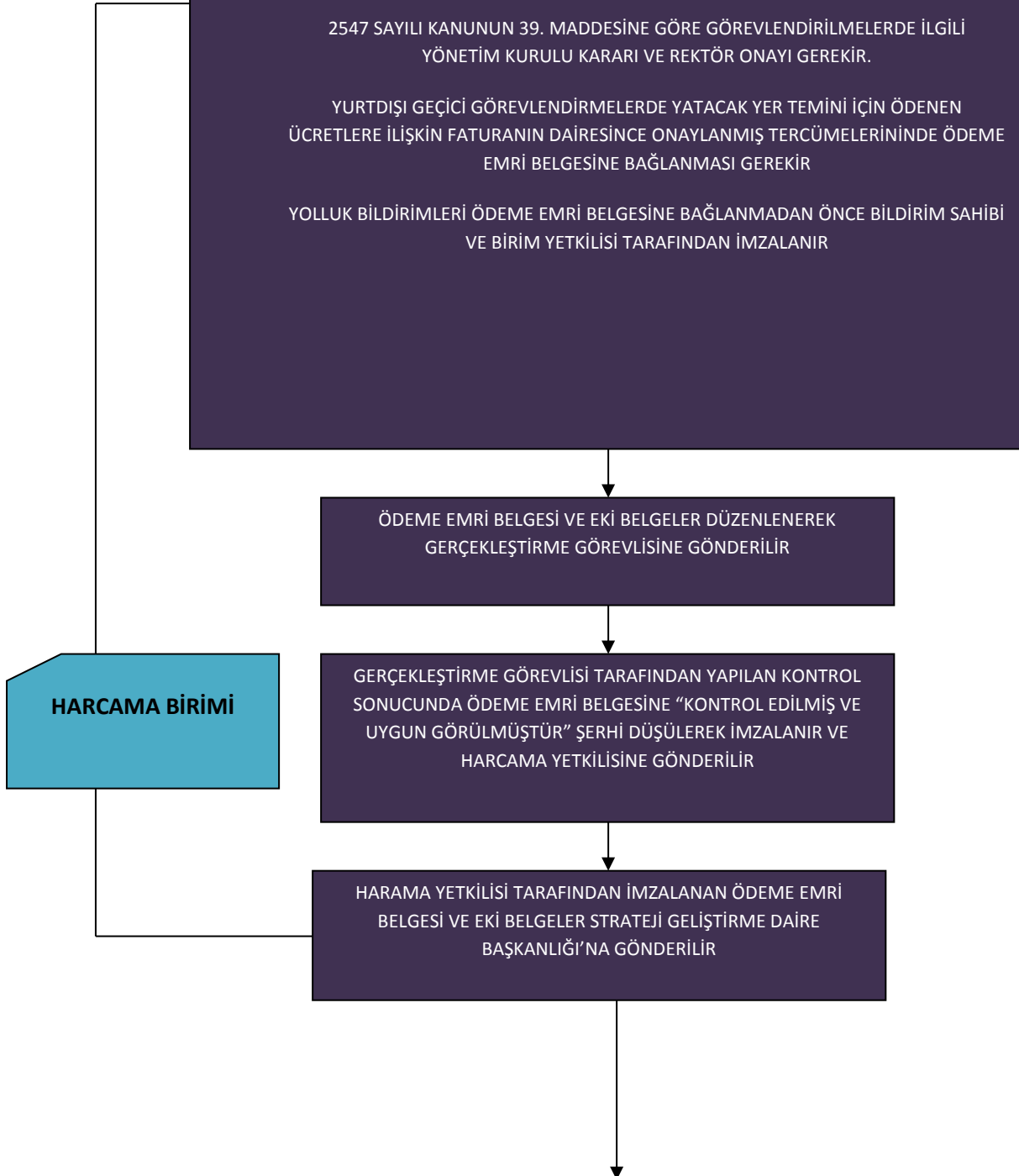
YURTIÇI VE YURTDIŞI GEÇİCİ GÖREV YOLLUKLARINDA:

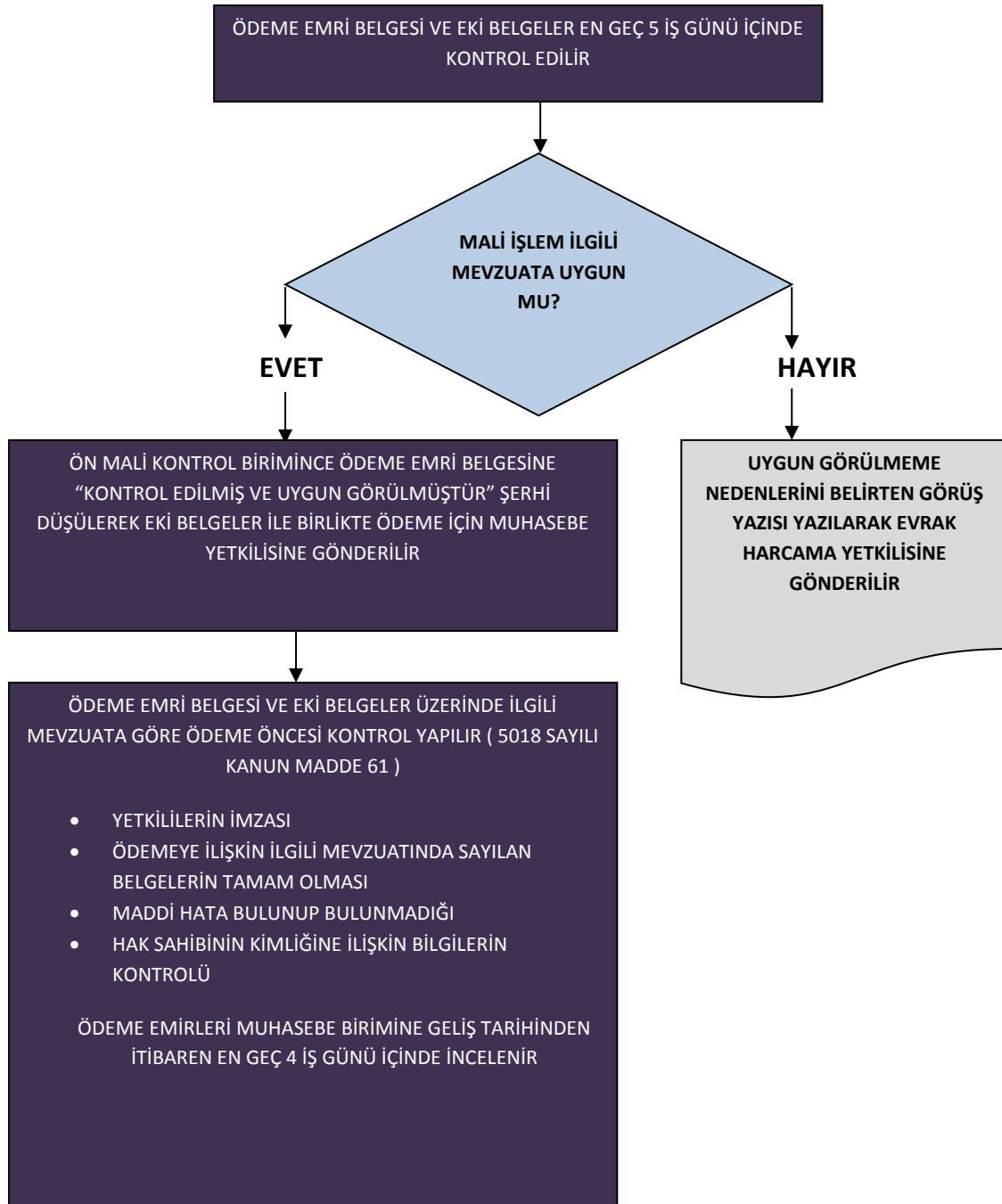
- GÖREVLENDİRME YAZISI (REKTÖRLÜK OLURU) VEYA HARCAMA TALİMATI
- YURTIÇI/YURTDIŞI SÜREKLİ GÖREV YOLLUĞU BİLDİRİMİ (MERKEZİ YÖNETİM HARCAMA BELGELERİ YÖNETMELİĞİ ÖRNEK: 27)
- VARSA YATAK YER TEMİNİ İÇİN ÖDENEN ÜCRETLERE İLİŞKİN FATURA ÖDEME BELGESİNE BAĞLANIR

2547 SAYILI KANUNUN 39. MADDESİNE GÖRE GÖREVLENDİRİLMELERDE İLGİLİ YÖNETİM KURULU KARARI VE REKTÖR ONAYI GEREKİR.

YURTDIŞI GEÇİCİ GÖREVLENDİRİLMELERDE YATAK YER TEMİNİ İÇİN ÖDENEN ÜCRETLERE İLİŞKİN FATURANIN DAİRESİNCE ONAYLANMIŞ TERCÜMELERİNİNDE ÖDEME EMRİ BELGESİNE BAĞLANMASI GEREKİR

YOLLUK BİLDİRİMLERİ ÖDEME EMRİ BELGESİNE BAĞLANMADAN ÖNCE BİLDİRİM SAHİBİ VE BİRİM YETKİLİSİ TARAFINDAN İMZALANIR





PERSONEL MAAŞLARI İŞ AKIŞ SÜRECİ

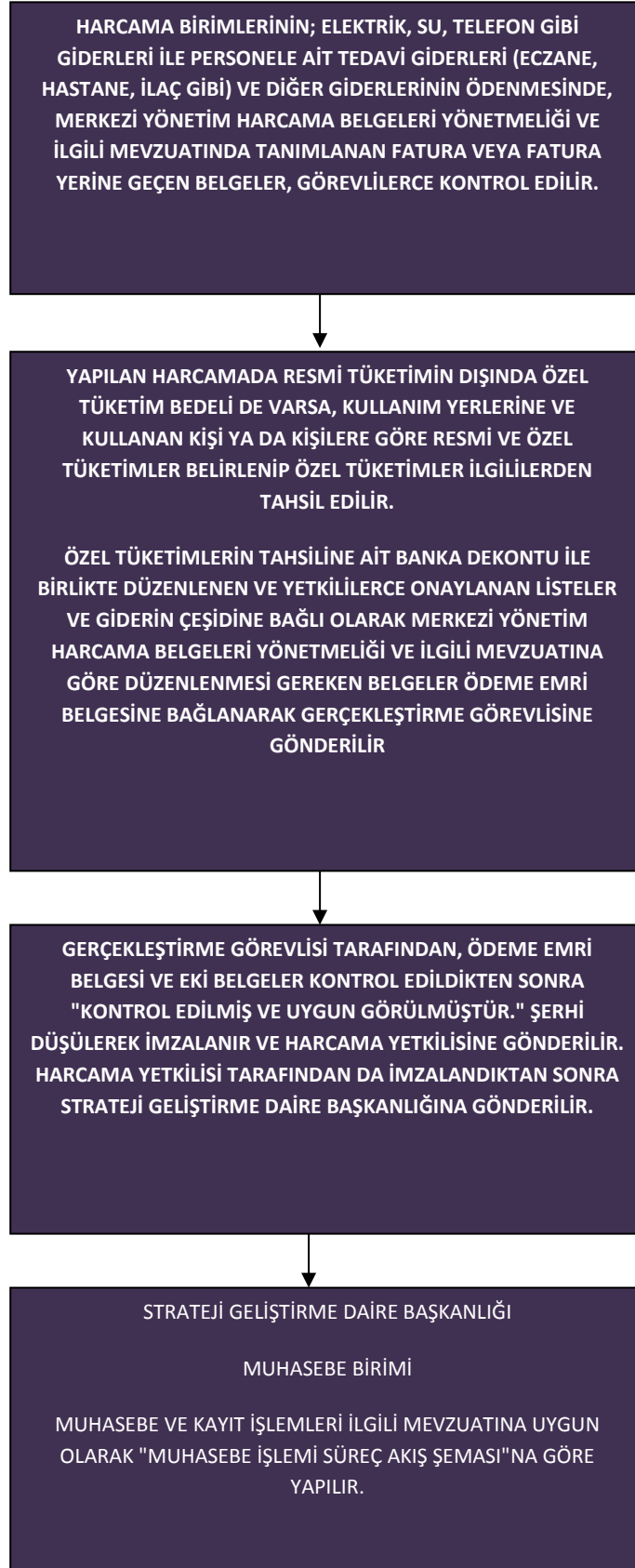


İLGİLİ AYIN PERSONEL EMEKLİ KESENEKLERİ HAZIRLANARAK
SGK' YA GÖNDERİLİR. ELDE EDİLEN ÇIKTI KONTROLÜ YAPILARAK
STRATEJİ GELİŞTİRME DAİRESİ BAŞKANLIĞINA GÖNDERİLİR.

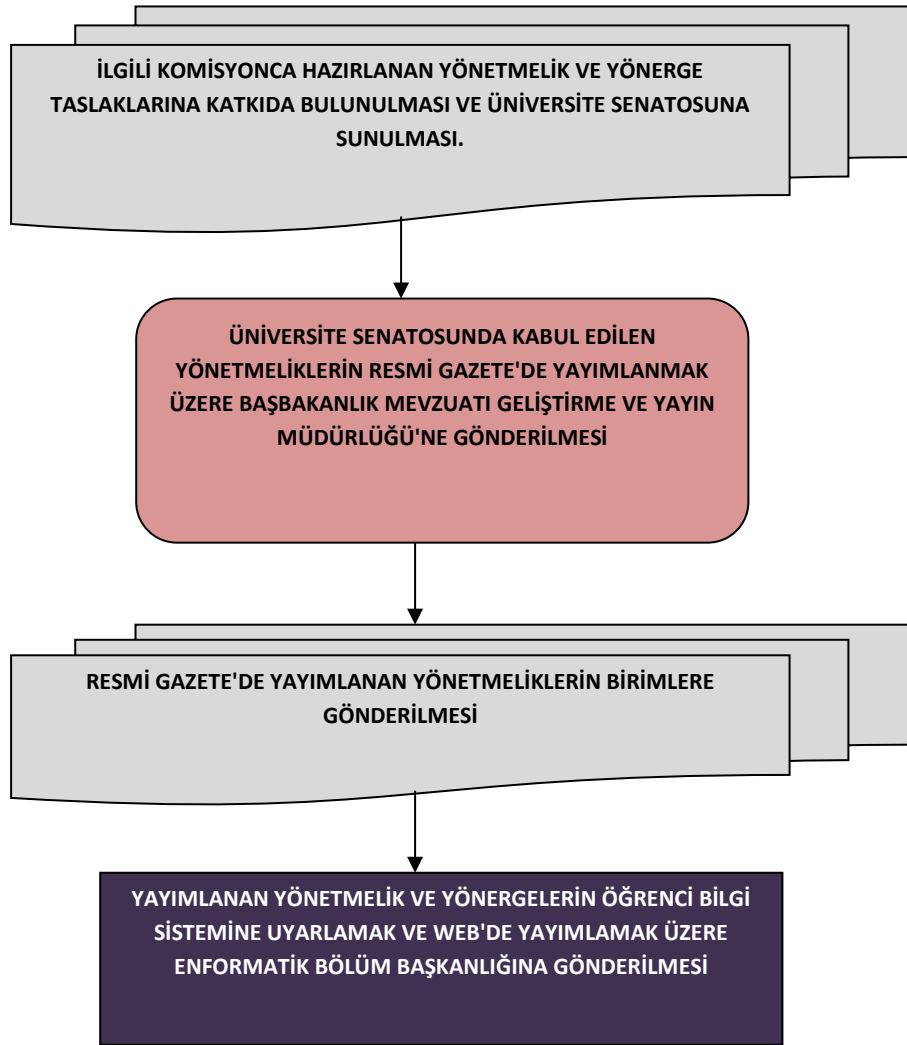


ÖDEME GERÇEKLEŞİR.

DİĞER ÖDEME İŞLEMLERİ İŞ AKIŞ ŞEMASI

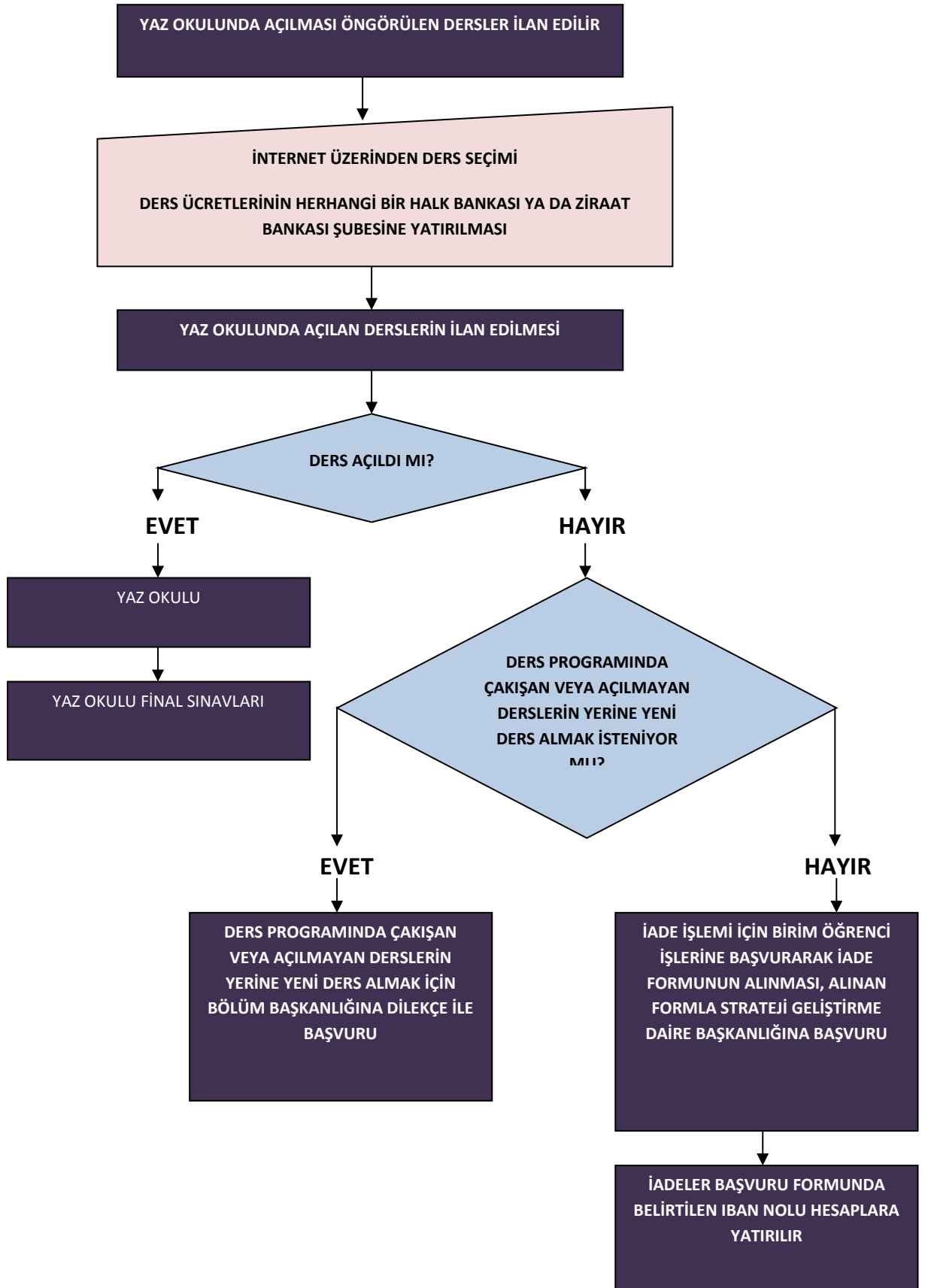


YÖNETMELİK VE YÖNERGELER



AKADEMİK TAKVİMİN HAZIRLANMASI





FAZLA ÇALIŞMA İŞLEMLERİ İŞ AKIŞ SÜRECİ



ÖĞRENCİ KULÜPLERİ KURULMASI İŞLEMLERİ

