

FIRAT UNIVERSITY FACULTY OF PHARMACY
SENSITIVE TASKS LIST

Unit: Faculty Administration				
Sensitive Tasks	Consequences of Failure to Perform Duty	Risk Level	Procedure (Precautions or Controls to be Taken)	Personnel with Sensitive Duties Name-Surname
Academic and Administrative Staff and Student Investigations	The possibility that the investigation will result in a decision against the person being investigated due to the lack of knowledge of the legislation by the Staff and Administration. It will cause loss of education and training.	High	Ensuring that the investigations are carried out in accordance with the laws and regulations and are carried out by competent people who are knowledgeable about the legislation. Timely correspondence	Faculty Management
Preparation of secret writings	Loss of reputation and trust	High	Respect for confidentiality	Faculty Management
Preparation of the budget and ensuring the efficient, effective and economical use of resources	Loss of rights, public damage etc.	Medium	Paper, board marker etc. tools are used as needed. Turning off electric lights, computers and projectors and checking them regularly to prevent waste.	Faculty Management
Assignment of appropriate personnel to units. Assignment of personnel on leave and resigned personnel	Disruption of duty	Medium	Ensuring coordination between units and timely assignments	Faculty Management
Writing the decisions of the Faculty Board, Faculty Executive Board and Disciplinary Board	Waste of Time	Medium	Performing the task on time	Faculty Management

Unit: Human Resources				
Sensitive Tasks	Consequences of Failure to Perform Duty	Risk Level	Procedure (Precautions or Controls to be Taken)	Personnel with Sensitive Duties Name-Surname
Preparing personnel files and preventing confidential information in the files from being seen and read, keeping the information in the files properly	Causes loss of rights, loss of reputation and loss of trust.	High	They should be trained on the Higher Education Law No. 2547 and the Civil Servants Law No. 657	Personnel Unit Officer
Staff request and studies	Loss of rights	Medium	Medium Conducting in a planned and programmed manner	Personnel Unit Officer
Extension of the term of office of teaching staff	Loss of rights	Low	Follow-up procedures to be carried out within the legal period	Personnel Unit Officer
Academic staff separation/disengagement procedures	Loss of rights	Medium	Follow-up procedures to be carried out within the legal period	Personnel Unit Officer
Military correspondence	Loss of rights	Low	To perform follow-up procedures within the legal period	Personnel Unit Officer
Studies on academic staff	Loss of rights, Loss of reputation and trust	High	Receiving complete and correct application documents	Personnel Unit Officer
To follow up on incoming and outgoing documents	Loss of rights, disruption of work	High	To carry out High Follow-up procedures within the legal period	Personnel Unit Officer

Unit: Student Affairs				
Sensitive Tasks	Consequences of Failure to Perform Duty	Risk Level	Procedure (Precautions or Controls to be Taken)	Personnel with Sensitive Duties Name-Surname
To organize and execute all kinds of students' transactions and applications in accordance with the provisions of Law No. 2547, YÖK General Assembly and Executive Board decisions, University Education-Teaching and Exam Regulation, Education-Teaching and Exam Directives, University Senate and Executive Board Decisions, Faculty and Executive Board Decisions,	Loss of rights	Medium	Regular follow-up of changes in regulations and according to the work schedule	Student Affairs Unit Officer
Student Investigation Procedures	Disturbance of public order or creation of an environment of injustice among students	High	Investigations are conducted in accordance with laws and regulations and by competent persons who are knowledgeable about the legislation.	Student Affairs Unit Officer
Sending all kinds of documents related to students on time	Loss of rights and time	Medium	Paying attention to correspondence periods and responding on time	Student Affairs Unit Officer
Preparing a Course Schedule	Preparing Fall and Spring semester course schedules is one of the most delicate tasks. Wrong preparation of course schedules and failure to follow the academic calendar will cause errors.	High	The course schedule must be ready before education begins.	Student Affairs Unit Officer
Entering student SSI entries and exits into the system on time	Penalty penalty	High	Performing follow-up procedures within the legal period.	Student Affairs Unit Officer

Course Registration Procedures	There is a risk of loss of education.	High	The student's mistakes are guided and corrected by his/her advisor, thus preventing the student from being victimized.	Student Affairs Unit Officer
Unit: Movable Registration Unit - Purchasing				
Sensitive Tasks	Consequences of Failure to Perform Duty	Risk Level	Procedure (Precautions or Controls to be Taken)	Personnel with Sensitive Duties Name-Surname
Preparation and management of the budget	Budget deficit and loss of rights	Medium	The person who prepares it should be conscious Anticipation of the expenditure that will occur in the coming years	Movable Registry Unit and Purchasing Unit Officer
Receiving movable goods, placing them in storage	Financial loss, Public Damage etc.	Medium	orrect performance of controls by qualified persons	Movable Registry Unit and Purchasing Unit Officer
Taking delivery of movables that cannot be inspected and accepted immediately by checking them	Risk of causing public damage, issuance of temporary receipt of movables	Medium	Carrying out checks by qualified persons, acting in accordance with the process steps	Movable Registry Unit and Purchasing Unit Officer
To perform warehouse counting and stock control, to report to the spending authority the movables that fall below the minimum stock level determined by the spending authority.	Public harm, obstruction of work, inability to do work	High	To perform stock control regularly	Movable Registry Unit and Purchasing Unit Officer
Making usage and repair plans for faculty buildings.	The emergence of physical problems	High	To make necessary arrangements in contact with departments and administrative units.	Movable Registry Unit and Purchasing Unit Officer
Preparation of purchasing documents	Public loss, prolonging the purchasing process or even not making the purchase	Medium	Correct inspections	Movable Registry Unit and Purchasing Unit Officer
To take and ensure that necessary measures are taken to protect movables against fire, wetting, deterioration, theft and similar dangers	Risk of causing public harm High	High	Performing controls correctly, taking necessary measures to secure movables	Movable Registry Unit and Purchasing Unit Officer
Approximate cost and market price research	Failure to meet the needs on time, Public damage and Penal action	High	Keeping the public interest at the highest level and looking after the public interest	Movable Registry Unit and Purchasing Unit Officer

Tender and procurement studies	Unfair competition tender cancellation, profiteering	High	It should be done in accordance with the relevant law, tenders and procurements should be prepared meticulously	Movable Registry Unit and Purchasing Unit Officer
To perform warehouse counting and stock control, to report to the spending authority the movables that fall below the minimum stock level determined by the spending authority	Public harm, obstruction of work, inability to do work	Medium	High To keep stock control regularly at certain intervals Movable Registration Authority	Movable Registry Unit and Purchasing Unit Officer
Unit: Salary and Accrual Unit				
Sensitive Tasks	Consequences of Failure to Perform Duty	Risk Level	Procedure (Precautions or Controls to be Taken)	Personnel with Sensitive Duties Name-Surname
Preparation of salary, extra lessons, travel allowance documents	Incorrect payments	High	Working in coordination with the Personnel Affairs and Student Affairs Unit	Salary Accrual Unit Officer.
Timely provision of personal rights in salary preparation	Loss of rights	High	Working in coordination with the Personnel Affairs and Student Affairs Unit	Salary Accrual Unit Officer.
Correct and complete deductions made from individuals during salary preparation	Public and personal losses	High	Coordinated work with the Personnel Affairs and Student Affairs Unit	Salary Accrual Unit Officer.
Issuance of payment order document	Risk of causing public harm	Medium	Correct performance of controls	Salary Accrual Unit Officer.
The process of sending the deductions sent to the Social Security Institution electronically in a correct, complete and timely manner	Risk of causing public harm	High	Since it must be done without errors, it must be done by competent people	Salary Accrual Unit Officer.
Entering the SGK entries and exits of all personnel into the system	Risk of penalties and procedures	High	SGK entries and exits on time	Salary Accrual Unit Officer.