

HALIÇ UNIVERSITY STRATEGY AND QUALITY IMPROVEMENT DEPARTMENT PUBLIC SERVICE INVENTORY TABLE

SERIAL.NO.	CORPORATE CODE	STANDARD FILE PLAN CODE	NAME OF SERVICE	SERVICE DESCRIPTION	NAME AND ARTICLE NUMBER OF THE LEGISLATION ON WHICH THE SERVICE IS BASED	SERVICE BENEFICIARIES	NAME OF THE INSTITUTIONS/ UNITS IN CHARGE/ AUTHORIZED TO PROVIDE THE SERVICE		SERVICE DELIVERY PROCESS										
							CENTRAL ADMINISTRATION	PROVINCIAL UNITS	LOCAL ADMINISTRATION	OTHER (PRIVATE SECTOR ETC.)	DOCUMENTS REQUIRED FOR APPLICATION	FIRST APPLICATION AUTHORITY	PARAPH LIST	INTERNAL CORRESPONDENCE THAT THE ORGANIZATION SHOULD MAKE, IF ANY	EXTERNAL CORRESPONDENCE THAT THE ORGANIZATION SHOULD MAKE, IF ANY	COMPLETION TIME OF THE SERVICE SPECIFIED IN THE LEGISLATION	AVERAGE COMPLETION TIME OF SERVICE	ANNUAL NUMBER OF OPERATIONS	IS THE SERVICE PROVIDED ELECTRONICALLY
1	12878320	602.04	Strategic Plan Activities	Providing coordination services to prepare, update and finalize the university strategic plan.	Public Financial Management and Control Law dated 10/12/2003 and numbered 5018	Haliç University employees and students, all stakeholders.	Haliç University Strategy and Quality Development Department	None	None	None	These are tasks to be performed in due time for the realization of the Strategic Plan and do not require a document.	Strategy and Quality Development Department	1.Department Head 2.Rector	Responsible Unit and Individuals	CoHE	-	5 Years	1 (Gerektiğinde)	<a href="http://www.halic.edu.tr">www.halic.edu.tr</a>
2	12878320	612	Internal control activities	1-Carrying out studies on the establishment of the internal control system, implementation and development of standards, 2- Preparing standards on issues related to the field of duty of the administration, 3- Proposing measures to eliminate the gap between objectives and results and to increase effectiveness. 4- Monitoring internal and external audit reports.	Public Financial Management and Control Law No. 5018 dated 10/12/2003 and other relevant legislation.	Institution	Haliç University Strategy and Quality Development Department	None	None	None	Standard documents to be used in the review of unit activities.	Rectorate	1.Department Head 2.Rector	Responsible Unit and Individuals	CoHE	-	1 Year	1	<a href="http://www.halic.edu.tr">www.halic.edu.tr</a>
3	12878320	040	Annual Activity Reports	Preparing the university activity report based on the periodic and annual activity reports prepared by the responsible units in line with the Strategic Plan.	1- Public Financial Management and Control Law No. 5018 (Art.41,60) 2- Regulation on Working Principles and Procedures of Strategy Development Units (Art.5,6,23) 3- Regulation on Annual Reports to be Prepared by Public Administrations (Art.11) 4- Article 42 of the Higher Education Law No. 2547.	CoHE and Haliç University staff and students, all stakeholders.	Haliç University Strategy and Quality Development Department	None	None	None	Personal Activity Reports, Academic and Administrative Unit Activity Reports.	Rectorate	1.Department Head 2.Rector	Responsible Unit and Individuals	CoHE	-	2 months	1	<a href="http://www.halic.edu.tr">www.halic.edu.tr</a>