

YEAR 2019

**HÂKKARI UNIVERSITY ÇÖLEMERİK
VOCATIONAL HIGH SCHOOL**

ACTIVITY REPORT

UNIT / SENIOR MANAGER PRESENTATION

Our school was established under centennial university in accordance with the law no. 41, which was published in the Official Gazette dated 20.07.1982. Our school started its education and training activities in our province in 1997 with seven (7) departments. Since moving to our province in 1997, our school he has contributed greatly to the social, economic and cultural life of the province and has pioneered in many technical fields. Hakkari University was established with article 99 of the Law on The Regulation on the Organization of Higher Education Institutions dated 22.05.2008 and numbered 5765 and the Law on the Staffing of Higher Education Institutions Faculty Members and the Amendment of the Rulers attached to the Decree on General Staff and Procedure. Hakkari Vocational School is connected to Hakkari University. Hakkari Vocational School's name was examined at the General Assembly meeting of Higher Education dated 26.06.2012 and its name was changed to Çölemerik Vocational School in accordance with Article 7/d – 2 of the Law No. 2880 of the Law No. 2547. Our school continues its contributions to the socioeconomic and cultural development of Hakkari province and region with 10 programs and 50 academic staff under the presidency of 10 departments for the 2019-2020 academic year.

Dr. Hikmet YAŞAR
School Principal V.

I- OVERVIEW

A. Mission and Vision

MISSION:

- To carry out highly qualified education, training and scientific research.
- To raise educated, highly knowledgeable individuals
- To lead social, cultural and economic development of our region

The next goal of our school is to be a unit that provides the best education and training in Hakkari province of Hakkari University.

VISION: To be a modeled, preferred, contemporary and respected school that conducts quality education and universal research in the field of education.

Our Values

Responsibility

Awareness To be
respectful

Creativity – Innovation

To be a participant

Being open to

cooperation Student

satisfaction Employee

satisfaction

Environmental

awareness

B. Our Objective

To train talented, highly skilled personnel who are equipped with contemporary knowledge, who have the qualities that the sector needs and seeks.

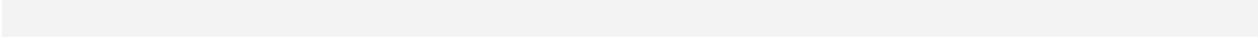
The duties of the Çölemerik Vocational School are as follows:

- a) To carry out transactions related to new enrollment, admission and course status, scholarship, learning and contribution credits of the students,
- b) To carry out graduation and identity procedures and the monitoring of graduates,
- c) Providing the necessary social services to the students, ensuring and controlling the necessary coordination in order to carry out them efficiently,
- d) To perform other similar tasks to be given.
- e) To ensure curriculum unity and coordination between similar programs within the university and within the regional universities.

The principles that we will be based on in our work are as follows:

- To respect human rights,
- To emphasize human relations,
- To provide quality service using time well,
- To have an ethical understanding,
- To be open to technological development,
- To use resources effectively without wasting,
- To Develop Service Understanding and Being Effective in the Field of Application.

OBJECTIVE OF OUR SCHOOL :

- To bring with realization activities that will contribute to the sustainable development of the region
 - To meet all fixture equipment and LABORATORY needs of our university units
 - Improving technological equipment in classrooms, libraries and other indoor areas
 - To open new departments and programs by strengthening the academic staff and to improve the quality of education and training
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C. INFORMATION ABOUT the ADMINISTRATION

1. Physical Structure

1.1. Offices

Educational Field	Classroom	Laboratory	Perimeter Area
6,000 Sqm	20	8	19,000 Sqm

Social Areas

	Qty	Area (sqm)	Capacity
Student and Staff Dining Hall	2	450 Sqm	300
Canteens/Cafeterias	1	100 Sqm	50
Total	3	550 Sqm	350

Service Zones

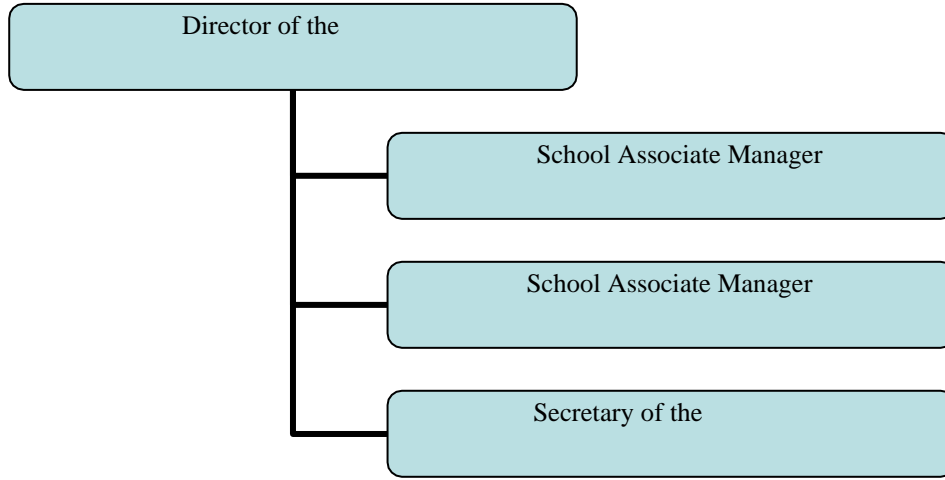
	Number of Offices	Area (sqm)	Number of Personnel
Administration Staff	8	236	11
Academic Personnel	13	195	44
Total	21	431	55

Warehouse and Archive Fields

	Quant.	Area (sqm)
Storehouse	4	160
Archive	1	20
Total	5	180

2. Organization Structure

Organization Structure of The Çölemerik Vocation High School



3- Information and

Technological Resources

3.1- Technological

Resources

Type	Administrative Purposes (Qty)	Educational Purposes (Qty)	Research Purposes (Qty)
Projection		30	
Bar code reader	-		
Printing devices	-		
Copier	3		
Fax	1		
Scanners	1		
DVDs	20		
Printer	24		
Total	49	30	

3.2- Number of Computer

Desktop Computer	98	98
Laptop	35	35
Total	133	133

4- Human Resources

4.1 - Administrative Personnel

Administrative Staff (According to Occupancy of Staff)			
	Full	Em pty	Total
General Administrative Services	7	0	7
Technical Services Branch	1	0	1
Educational Services	50	0	50
Auxiliary Employee	3	0	3
Total	61	0	61

4.2- Educational Status of Administrative Personnel

Educational Status of Administrative Personnel					
	Elementar y School	High School	Associate degree	Bachelo r's Degree	Master's Degree and Doctorate
Number of people	1	2	4	4	0
Percentage	9.10%	18.18%	36.36%	36.36%	0%

4.3- Service Duration of Administrative Staff

Service Duration of Administrative Staff						
	1-3 Years	4-6 Years	7-10 Years	11-15 Years	16-20 Years	21- and above
Number of people	1	0	2	0	1	7
Percentage	9.10%	0%	%9.18	0%	9.10%	%63.63

4.4- Distribution of Administrative Personnel by Age

Distribution of Administrative Personnel by Age						
	21- 25 years old	26- 30 years old	31- 35 years old	36- 40 years old	41- 50 years old	51- and above
Number of people	0	1	1	2	4	3
Percentage	0%	9.10%	9.10%	18.18%	36.36%	27.28%

5- Management and Internal Control System

Purchases are made by the Realization Officer and the Purchasing Officer appointed by the expenditure authority.

Expenditure Authority, commissions related to purchases (Tender, direct procurement, inspection commissions) are established. In order to do the work, it gives the Expenditure instruction or purchase approval to the Realization officer. It is ensured that the works are carried out in line with the fields of activity of the administration.

D- Other Considerations

II- PURPOSE and OBJECTIVES

A. AIMS AND OBJECTIVES OF THE ADMINISTRATION

Strategic Aims	Strategic Objectives
Strategic Aim -1	Target-1 Completing The Physical Structure
	Target-2 – Academic and administrative units to ensure unity in the services provided,
	Target-3 – Completing Number of Instructors
Strategic Aim -2	Target-1 – To serve our students as fastest, reliable and accurate,

**Target-2 – Implementing Environmental
Education Projects.**

Target-3- Data obtained and reduce errors that may occur in later years.

B. Core Policies and Priorities

To provide the highest quality service as soon as possible by using the appropriate technology within the framework of the laws and related legislation in order for all students in our school to have a smooth and peaceful education life. To provide services within the framework of the established principles and values, in national and international standards and electronic environment, while maintaining our corporate identity. To respect human rights,

- To emphasize human relations,
- To provide quality service using time well,
- To have an ethical understanding,
- To be open to technological development,
- To use resources effectively without wasting.

C. Other Particulars

III- EVALUATION OF CORPORATE CAPABILITY AND CAPACITY

In this section, the results of internal situation assessment in terms of the organization structure, organizational ability, technological capacity elements of the administrations and the superior and weak aspects detected during the year are included.

Administrations with strategic plans include the progress and measures taken during the year of activity about the strengths and weaknesses they have identified within the framework of internal analysis in their strategic plan studies.

A- Superiorities

- It is ensured that the Senior Management of our School and the Academic and Administrative units work in harmony and the service is provided in the best way.
- Our school's academic and administrative staff are quantitatively and qualitatively equipped and adequate
- The academic and administrative structure of our university is strong.

B- Weaknesses

- Our budget is inadequate.
- Lack of physical space to open new programs.
- Lack of student sports field.
- Although there is no direct access to our school from the provincial center, the transportation from the provincial centers is very inadequate.

C- Assessment

The Çölemerik Vocational School strives to make the best of the service in every field it serves.

IV- RECOMMENDATIONS AND TREATMENTS

INTERNAL CONTROL ASSURANCE STATEMENT

Within my authority as a expenditure officer;

I declare that the information contained in this report is reliable, complete and accurate.

For the activities described in this report, I inform you that the resources allocated from the administrative budget to our expenditure unit are used effectively, economically and efficiently, that the internal control system within the framework of my duties and jurisdiction provides sufficient assurance regarding administrative and financial decisions and the legality and regularity of the transactions related to them, and that process control is effectively implemented in our expenditure unit.

This assurance is based on my knowledge such as information and evaluations, internal audits, internal auditor reports and Court reports that I have as a expenditure authority. I declare that I have no knowledge of any matters that are not reported here that harm the interests of the administration.

Lecturer Hikmet YAŞAR
School Principal V.