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TOKAT GAZİOSMANPAŞA UNIVERSITY
DEPARTMENT OF CONSTRUCTION AND TECHNICAL AFFAIRS
DIRECTIVE ON WORKING PROCEDURES AND PRINCIPLES

CHAPTER ONE

Purpose and Scope, Basis and Definitions

Purpose and scope

Article 1- The purpose of this Directive is to regulate the working procedures and principles of the Department of Construction and Technical Affairs.

This Directive covers all sub-units of the Department of Construction and Technical Affairs.

Basis

Article 2- This Directive has been prepared on the basis of Article 60 of Public Financial Management and Control Law No. 5018 and Public Financial Management Law No. 5436.

Definitions

Article 3- In this Directive;

- a) University: Tokat Gaziosmanpaşa University,
- b) Department: Department of Construction and Technical Affairs,
- c) Head of Department: Head of the Department of Construction and Technical Affairs,
- d) Branch Manager: Branch Manager of the Department of Construction and Technical Affairs,
- e) Senior Executive: The Rector,
- f) Spending Authority: The highest-ranking executive of each spending unit to which an appropriation is allocated through the budget,
- g) Implementation Officer: Personnel responsible, upon a spending instruction, for having the work carried out, purchasing goods and services, performing and documenting delivery procedures, and preparing the documents required for payment.

CHAPTER TWO

Duties, Powers and Responsibilities of the Sub-Units of the Department

Definition of Authority and Organizational Structure

Article 4- The Department of Construction and Technical Affairs was established and assigned by a decision of the University Administrative Board pursuant to Article 51-a of Higher Education Law No. 2547. Financial transactions are carried out subject to Public Financial Management and Control Law No. 5018, while procurement procedures are carried out subject to Public Procurement Law No. 4734. Investments related to the production of real estate capital in the fields of Education, Health and Sports of the University are carried out by the Department. In this context, surveying, tendering, supervision and acceptance procedures for the works to be carried out are performed. In addition, maintenance and repair services for the buildings, facilities and infrastructure belonging to the University's central and provincial units are also carried out by the Department.

These duties are performed by the Construction Branch, Electrical and Mechanical Installations Branch, Projects Branch, Surveying and Expropriation, Telephone Exchange Office, Heating Center Operations Office, and Technical Workshop sub-units and by the Branch Manager.

Duties and Responsibilities

Article 5- Duties of the Branch Manager

Prepare the University's Investment Program and the investment budget for this program. Prepare payment orders as the implementation officer. Prepare the Department's Activity Reports and other reports requested by the Senior Executive. Prepare tender transaction files, ensure that announcements of works to be tendered are published in newspapers through the Press Advertisement Agency, conduct tender procedures, and after the tender is finalized, prepare the contractual documents with the relevant company. Ensure coordination within the unit.

Article 6- Duties of the Construction Branch

Determine the construction, maintenance and repair needs of the University's new and existing buildings; prepare or have projects prepared; prepare quantity surveys and cost estimates; supervise construction in accordance with specifications and technical, scientific and professional rules and certify the contractor's receivables through progress payments; conduct provisional and final acceptance procedures when the work is completed; prepare final accounts. Carry out relevant activities concerning the Investment Program.

Article 7- Duties of the Electrical and Mechanical Installations Branch

Prepare or have prepared projects for electrical, telephone, computer, elevator, transformer, sanitary, heating, kitchen, heating, cooling and air-conditioning installations of construction works carried out within the University, as well as various projects related to repair works; prepare quantity surveys and cost estimates; work in coordination with the Construction Branch and other construction supervision personnel, supervise the installation systems to ensure compliance with specifications and technical, scientific and professional rules, certify the contractor's receivables through progress payments, conduct provisional and final acceptance procedures when the work is completed, and prepare final accounts. Carry out relevant activities concerning the Investment Program.

Article 8- Duties of the Projects Branch

Prepare or have prepared preliminary and implementation projects for buildings and facilities included in the University's investment programs; supervise the projects prepared; carry out surveys of buildings to be renovated; draw or have renovation projects drawn and, when necessary, prepare implementation projects; supervise all projects to be implemented and those under implementation.

Article 9- Duties of the Surveying and Expropriation Branch

Ensure that expropriation procedures are carried out, perform the setting-out of buildings, and carry out the construction and supervision of infrastructure works.

Keep records of movable and immovable property owned by, allocated to, or used by the University and the transactions related thereto. Send records of immovable property to the Department of Strategy Development.

Article 10- Duties of the Telephone Exchange Office

Ensure the University's telephone communication, maintain the telephone exchanges in the units, and carry out minor maintenance, repair and fixing works related to telephones.

Article 11- Duties of the Heating Center Operations Office

Provide heating for buildings on campus and meet their water and electricity needs; carry out routine maintenance of equipment such as heating boilers, circulation pumps, generators and transformers in all heating, clean water and electrical systems, as well as minor maintenance, repair and fixing works related to small-scale electrical, installation and construction works; calculate the electricity, fuel and water expenses and technical calculations of the University's units.

Article 12- Duties of the Technical Workshop

Carry out small-scale manufacturing works in the fields of wood joinery and metal joinery and perform minor maintenance, repair and fixing works related to these activities in the units.

CHAPTER THREE

Other Provisions

Delegation of Duties, Powers and Responsibilities

Article 13- The Head of the Department is the manager of the Department of Construction and Technical Affairs and is also the Spending Authority. The Head of the Department is responsible to the Senior Executive for ensuring that the duties of the sub-units are performed properly and on time.

Spending Authorities may delegate some of the duties and powers assigned to them by law, provided that their scope is clearly specified, the delegation is in writing, does not contravene the law, and is approved by the Senior Executive, in accordance with the procedures and principles determined. The delegation of authority shall be communicated to the relevant persons through appropriate means.

The responsibility concerning spending authorities also applies to persons to whom duties and powers have been delegated with respect to the delegated work.

Obligation to Provide Consultancy Services and Information

Article 14- The Department is obliged to provide technical information requested by other units and to provide consultancy services on technical matters.

Cooperation and Coordination in Activities

Article 15- In order to evaluate the activities and work of the Department and take the necessary measures, evaluation meetings are held under the chairmanship of the Head of the Department, with the participation of sub-unit managers and personnel, when needed and at least once a month. In these meetings, the Department's activities and completed works, problems, opinions and suggestions are evaluated, and information sharing, cooperation and coordination are ensured.

Document Registration System and Correspondence

Article 16- All incoming and outgoing documents of the Department shall be registered by the Administrative Office without delay. Correspondence shall be filed according to the Standard File Plan and preserved in archives.

Responsibility

Article 17- The Branch Manager is responsible to the Head of the Department for ensuring that the duties of the branch are performed on time.

Resolution of Doubts

Article 18- The Head of the Department is authorized to resolve any doubts that may arise in the implementation of this Directive.

Entry into Force

Article 19- This Directive shall enter into force following the approval of the Senior Executive.

Execution

Article 20- This Directive shall be executed by the Head of the Department on behalf of the Senior Executive.

Senate Resolution by which the Directive was Adopted

Date: 13.05.2022 Session No.: 15