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| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | IĞDIR ÜNİVERSİTESİ İŞ AKIŞ ŞEMASI | | | | | | | | | | | Birim Adı :Fen Edebiyat Fakültesi Dekanlığı Form No : 13.10.2020 Rev 23  Faaliyet/Süreç : Yazı İşleri Sayfa Sayısı : 2 | | | | | | | | | | | * Yazı işleri | 1.SÜREÇ GİRDİLERİ | | |  |  | 2.SÜREÇ ÇIKTILARI | | |  | |  | | | * Gelen - Giden Yazı | | | |  | | | 3.İLGİLİ KANUN MADDELERİ | | | |  | | | | * 2547 sayılı kanun ve ilgili tüm maddeleri * 657 sayılı kanun ve ilgili tüm maddeleri | | | | | * Üst yazılar | | 4.KULLANILAN DÖKÜMANLAR | | | | | |  | | |  | | | | | | |  | | | 5.KULLANILAN KAYNAKLAR | | | |  | | | | * Bilgisayar * Yazıcı * Telefon | | | | | HAZIRLAYAN  Memur | | | KONTROL EDEN  Fakülte Sekreteri | | | ONAYLAYAN  Dekan | | | | |

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|  | İŞ AKIŞI |  | SORUMLULAR |
| * Yazı İşleri; * Gelen giden tüm yazıların yazılması cevap verilmesi ilgili yerlere gönderilmesi kaydedilmesi ve imza işlemleri tamamlandıktan sonra işlemin tamamlanması. |  |  | Talep eden personel  Birim amiri  Birim personel işleri |
| HAZIRLAYAN  Memur | KONTROL EDEN  Fakülte Sekreteri | ONAYLAYAN  Dekan | |
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