



Turkish Republic

TOKAT GAZİOSMANPAŞA UNIVERSITY

TURHAL VOCATIONAL SCHOOL DIRECTORATE

2024 UNIT ACTIVITY REPORT

January 2025

PRESENTATION OF THE SPENDING AUTHORITY

Our Vocational School was established on February 6, 1995, by decision of the General Assembly of Higher Education and began its educational activities on the Turhal Municipality's municipal site in the city center. Following research and investigations conducted by our Rectorate, the school continues its academic activities on a 51,508 m² site allocated from treasury land in the Güneş neighborhood of Dağdıpleri in the Turhal district, consisting of an administration building, a training building, and a canteen/cafeteria.

In light of the objectives and main principles outlined in the Higher Education Law No. 2547, in the context of the mission, vision, and core values and quality policies of our university, it educates its students in a way that ensures the balance between production, workforce, and education elements and meets the needs of the country, environment, and field of application.

Based on technological advancements in its education, training, and R&D activities, our school provides services with a vision that contributes to regional and national development by providing the professional knowledge, skills, and understanding required by relevant sectors at international standards. In addition to training modern and qualified personnel, we continue contributing to contemporary development by collaborating with domestic and international institutions. In line with the policies and objectives outlined in our development plans and programs, we will continue our education and training activities in 2025. Through our education, training, and research activities, our school aims to support employment opportunities and infrastructure investments in our district and province, establish university-industry collaborations with small and medium-sized industrial enterprises in the region, and foster the development of trade and the service sector. Our school aims to cultivate qualified personnel who are sought after internationally and have the technological knowledge and skills required for vocational and technical education. Our school's mission is to be a pioneering and innovative educational institution, constantly improving itself, sharing, collaborating with industry, and proud to be a member. We have every confidence that the 2024 Administrative Activity Report, prepared in light of the above, will contribute to charting the course for the coming years by detailing our College's strengths and areas for improvement. I extend my gratitude to all the academic and administrative staff who contributed to preparing this report, and I hope this work will open new horizons for our university.

NAME AND SURNAME of the Spending Officer

Assis. Prof. Dr. Ebubekir YAŞAR
Manager

PRESENTATION (PRESENTATION OF THE EXPENDING OFFICER)	
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I-GENERAL INFORMATION

A- Mission and Vision

Mission

Turhal Vocational School is committed to training highly qualified individuals for the future of a modern Türkiye by utilizing the accumulated knowledge of science, technology, and art in the light of universal values and Atatürk's Principles and Revolutions; to ensuring that our graduates are equipped with the necessary knowledge and skills to meet the needs of the age and to a maturity level that allows them to meet the sector's need for intermediate personnel easily; and to working for the benefit of society in the fields of education, research, and service.

Vision

Our vision is to be an educational institution that is a leader and a source of pride in regional, national, and international platforms, and that will contribute to raising our region and our country above the level of contemporary civilization with the education and training it will provide, the knowledge, technology, and art it will produce.

B- Authority, Duties and Responsibilities

1. Authority

Our Vocational School was established on 06.02.1995 by the decision of the General Assembly of Higher Education.

While our Vocational School and its affiliated units carry out all their functions per their determined mission, vision, goals, and objectives, they exercise authority within the framework of the Higher Education Law No. 2547 and other relevant laws, regulations, decree laws, and legislation.

The organs of the Higher Education School established in accordance with Article 20 of Law No. 2547, their terms of office, authority, and responsibilities are stated below:

The college's organs consist of the college director, the college board, and the college management board.

b- The Director of a Vocational School is appointed directly by the Rector for three years. The Director may be reappointed after their term expires. The Director may appoint up to two assistants from among the school's faculty members for three-year terms.

c- Vocational School Board consists of the Director as the chairman, deputy directors, and department or major branch heads.

TURHAL VOCATIONAL SCHOOL COLLEGE BOARD MEMBERS

Position	Name and Surname
Director	Assis. Prof. Dr. Ebubekir YAŞAR
Deputy Director	Lecturer Adnan GELMEZ
Deputy Director	Lecturer Dr. Serkan ŞENKAL
Computer Technologies Department Head, Lecturer Volkan KARACA	
Department Head of the Department of Electricity and Energy, Assis. Prof. Dr. Uğur ÖZTÜRK	
Department Head of Electronics and Automation Department Assis. Prof. Dr. Yeliz DURGUN	
Accounting and Tax Department Acting Head of Department, Lecturer Ahmet KOÇ	
Design Department Head Assis. Prof. Dr. Sefa Ersan KAYA	
Department Head of the Management and Organization Department, Assis. Prof. Dr. Özgür KOÇBULUT	

TURHAL VOCATIONAL SCHOOL BOARD MEMBERS

Position	Name and Surname
Director	Assis. Prof. Dr. Ebubekir YAŞAR
Assistant Director	Lecturer Adnan GELMEZ
Deputy Director	Lecturer Dr. Serkan ŞENKAL
Member	Assis. Prof. Dr. Özgür KOÇBULUT
Member	Assis. Prof. Dr. Sefa Ersan KAYA
Member	Assis. Prof. Dr. Yeliz DURGUN

d- The College Board and the Administrative Board shall perform the duties specified in Law No. 2547 for the Vocational School. According to Article 21 of Law No. 2547, the terms of office, powers, and responsibilities of the department head are as follows: The department is managed by the department head. The department head is appointed from among the department's salaried professors, associate professors in their absence, or assistant professors in their absence by the dean in faculties, by the dean upon the recommendation of the director in schools affiliated with the faculty, and by the rector upon the recommendation of the director in schools affiliated with the rectorate for a three-year term. The head may be reappointed after their

term expires. The department head appoints one of the faculty members as acting head for the periods during which they cannot serve. In the event of absence for any reason exceeding six months, a new department head is appointed using the same method to complete the remaining term. The department head is responsible for the department's education, training, and research at all levels and for the orderly and efficient conduct of all departmental activities.

2. Duty

- To provide education, training, scientific research, publication, and consultancy at various levels based on higher education and in line with the needs of society and the principles and objectives of development plans within an order based on contemporary, civilized, and educational principles.
- To train human resources in the branches and numbers needed by the country, in line with the principles and objectives of development plans and the plans and programs made by the Council of Higher Education, by using its own specialized power and financial resources in a rational, efficient, and economical way.
- To disseminate scientific data that will raise the standard of living of Turkish society and enlighten the public through speech, writing, and other means,
- To ensure that society is educated, especially in the fields of industrialization and modernization in agriculture, through formal, non-formal, continuous, and open education,
- To make the problems concerning the scientific, cultural, social, and economic progress and development of the country a subject of teaching and research by cooperating with other organizations and making recommendations to public institutions, to present the results for the benefit of society, and to express its thoughts and suggestions by concluding the investigations and research requested by public institutions.
- To take measures to contribute to the institutions that undertake formal, non-formal, continuous, and open education services within the scope of education and training and mobilization,
- To contribute to the development of agriculture and industry in their regions and to the training of professional staff appropriate to their needs and to the development of their knowledge; to carry out, implement and participate in studies and programs that will

ensure modernization and increase in production in industry, agriculture, health services and other services; to cooperate with relevant institutions in this regard and to make suggestions to bring solutions to environmental problems.

- To produce, develop, use, and disseminate educational technology,
- To develop the educational principles of applied higher education, establish revolving fund enterprises, operate them efficiently, and make the necessary arrangements to expand these activities.

3. Responsibility

- To implement the decisions of the Higher Education Institutions, to examine and decide on the recommendations of the university boards, and to ensure orderly work among the institutions affiliated with the university,
- To provide information to the University about the university's education, training, scientific research, and publication activities at the end of each academic year and when necessary,
- Prepare the investment programs, budget, and staff needs of the Vocational School after receiving the opinions and suggestions of the Vocational School Board of Directors, and submit them to the university.
- To perform general supervision and control duties on the Vocational School units and personnel at all levels,
- Rational use and development of the teaching capacity of the Vocational School, provision of necessary social services to students, taking security measures when necessary, planning and carrying out education-training, scientific research, and publication activities.

C- Information on the Administration

1- Physical Structure

Table 1: Distribution of Closed Areas

Campus Name	Closed Area (m ²)		Total (m ²)
	University	Other	

Taşçıftlik Campus			
Ali Sevki Erek City Campus			
District Schools Campus	Turhal Vocational School		6,175
Total			6,175

Table 2: Distribution of Indoor Spaces by Service Areas

Service Area	Taşçıftlik Campus	City Campus	TURHAL VOCATIONAL SCHOOL	Total (m ²)
Education			3,000	3,000
Health				
Nutrition			875	875
Culture				
Sport				
Other (administrative, facility, warehouse, housing)			2,300	2,300
Total				6,175

Table 3: Distribution of Real Estate

Campus Name	Real Estate Area (Land-Plot) According to Ownership Status (m ²)			Total (m ²)
	Deeded Properties (Land-Land)	Allocated Real Estate	Other (Those allocated from institutions and organizations)	
Taşçıftlik Campus				
Health Research and Practice Hospital				
Housing				
Turhal Campus		112,265.97		112,265.97
Zile Campus				
Erbaa Campus				
Niksar Campus				
Reşadiye Vocational School				
Almus Vocational School				
Artova Vocational School				
Sunday Vocational School				

Health Research and Application Center Polyclinic Building										
Health Research and Application Center Inpatient Building										
Faculty of Medicine, Morphology Building										
Faculty of Dentistry										
State Conservatory										
Continuing Education Center										

Units	Existing Physical Closed Areas (m2)									
	Administrative Building Lar	Educational Fields		Social Areas			Circulation Area	Sports Fields		Total (m2)
		Lesson ness	Labo Ratu There is	Canteen Cafeteria either	Lodge Man	Country Lar		Open Sports Facilities	Close Sports Facilit y forwa rd	
Ali Şevki Ereğ Campus Heating Center										
Square lodgings										
Nursery lodgings										
Zile Dinçerler Tourism and Hotel Management School										
Zile Vocational School										
Turhal Vocational School	2300	3000		875	0	0	0	0	0	6,175
Turhal Health Services Vocational School										
Niksar Technical Sciences Vocational School										
Niksar Social Sciences Vocational School										
Erbaa Health College										
Erbaa Vocational School										
Erbaa Health Services Vocational School										
Reşadiye Vocational School										
Almus Vocational School										
Artova Vocational School										
Pazar Vocational School										
Grand Total	2300	3000		875	0	0	0	0	0	6,175

1.1 - Educational Areas Classrooms

Training Area/number	Capacity 0-50	Capacity 51-75	Capacity 76-100	Capacity 101-150	Capacity 151-250	Capacity 251-Over	Total
Amphitheatre		4					
Class	4	5					
Research Laboratory							
Computer Laboratory							

Education Laboratory	4						
Faculty of Education Painting Workshop Classes							
Faculty of Education Individual Music Study Classes							
Individual Music Study Classes at the State Conservatory							
	8	9					

Table 1.1.1. Laboratory Name

Serial Number	Department Name	Laboratory Name
1	Electricity and Energy / Electronics and Automation	Control and Command Laboratory
2	Electronics and Automation	Electronics and Measurement Laboratory
3	Design	Graphic Design Laboratory
4	Computer Technology	Computer Laboratory I
5	All Departments	Computer Laboratory II
6	Electronics and Automation	Microcontroller Laboratory
7	Electricity and Energy	Hybrid and Electric Vehicles Laboratory I
8	Electricity and Energy	Hybrid and Electric Vehicles Laboratory II

1.2- Social Areas

1.2.1- Canteens and Cafeterias

Unit Name	Canteen			Cafeteria		
	Number (Piece)	Closed Area	Capacity (Person)	Number (Piece)	Closed Area	Capacity (Person)

		(m ²)			(m ²)	
Taşhıftlık Campus						
Ali Sevki Ereğ City Campus (*)						
District Campuses	1	400	200			
Total	1	400	200			

(*)Ali Şevki Ereğ Campus: Faculty of Medicine, Faculty of Dentistry and Health Research and Application Hospital are located.

1.2.2- Dining Halls

Unit Name	Student Cafeteria			Staff Dining Hall		
	Number (Piece)	Closed Area (m ²)	Capacity (Person)	Number (Piece)	Closed Area (m ²)	Capacity (Person)
Taşhıftlık Campus						
Ali Sevki Ereğ City Campus (*)						
District Campuses	1	475	200	1	475	30
Total	1	475	200	1	475	30

1.2.7- Meeting-Conference Halls

	Capacity 0-50	Capacity 51-75	Capacity 76-100	Capacity 101-150	Capacity 151-250	Capacity 251+
Meeting Hall		1				1
Conference Hall		1				1
Total		2				2

1.3- Service Areas

1.3.1- Academic Staff Service Areas

	Number (pieces)	Area (m ²)	Number of Users (people)
Study Room	17	220	28

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1.3.2- Administrative Staff Service Areas

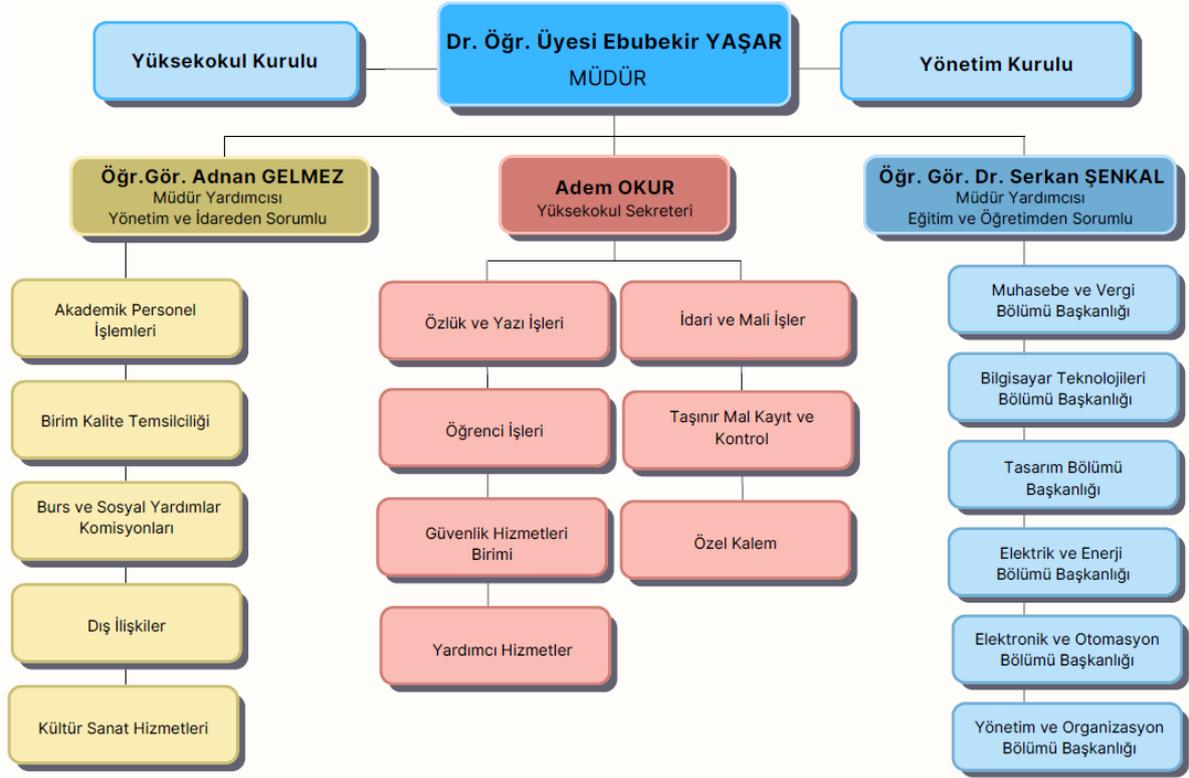
	Number (pieces)	Area (m ²)	Number of Users (people)
Service	0	0	0
Study Room	8	124	10
Total	8	124	10

1.4- Warehouse, Archive and Workshop Areas

	Warehouse		Archive		Workshop	
	Number (pieces)	Area (m ²)	Number (pieces)	Area (m ²)	Number (pieces)	Area (m ²)
Taşçıftlik Campus						
Ali Şevki Ereğ City Campus						
District Campuses	2	60	1	18	1	9
Total	2	60	1	18	1	9

2- Organizational Structure

T.C.
TOKAT GAZİOSMANPAŞA ÜNİVERSİTESİ
TURHAL MESLEK YÜKSEKOKULU
ORGANİZASYON ŞEMASI



3- Technology and Information Infrastructure

3.2- Computers

	Number for Administrative Purposes (pieces)	Number for Educational Purposes	Number of Research Purposes	Total
Desktop Computer	17	140	0	157
Netbook	31	0	0	31
Portable Computer	4	0	0	4
	52	140	0	192

3.4- Other Information and Technological Resources

Type	For Administrative Purposes (Piece)	For Educational Purposes (Piece)	For Research Purposes (Piece)
Smart Desk			
Smart Board		1	
Barcode Reader	1		
Barcode Printer	1		
Printing Machine			
DVDs			
Episcope			
Fax	1		
Camera			
Copying machine	3		
Document Reader for the Visually Impaired			
Cameras	1		
Microscopes			
Music Sets			
Optical Reader	1		
Projection		28	
Slide Machine			
Browsers	2		
Televisions	4		
Cyclops		1	
Printer	46		

4- Human Resources

4.1- Academic Staff

Academic Staff					
	According to the Occupancy Rate of Positions			According to the Employment Type of Staff	
	Full	Empty	Total	Full Time	Part Time
Professor					
Associate professor	1				
Assistant Professor	4				
Lecturer	26				
Research Assistant(*)					
Total	31		31	31	

(*) In accordance with the article of Law No. 2547, the position of research assistant has been temporarily transferred to other universities.

4.5- Distribution of Academic Staff by Age

Distribution of Academic Staff by Age						
	21-25 Years Old	26-30 Years Old	31-35 Years Old	36-40 Years Old	41-50 Years Old	51- Above
Number of People		2	5	3	12	9
%		6.45	16.12	9.67	38.70	29.01

4.6- Administrative Staff

Administrative Staff (Based on Position Occupancy Rate)			
	Full	Empty	Total
General Administrative Services Class	9		9
Healthcare Class	0		0
Technical Services Class	1		1
Education and Training Services Class	0		0
Legal Services Class	0		0
Religious Services Class	0		0
Auxiliary Services	2		2
Total	12		12

4.7- Educational Status of Administrative Staff

Educational Status of Administrative Staff					
	Primary education	High school	Associate Degree	Licence	Master's and Doctorate
Number of People	2	0	7	4	
%	15.38	0	53.84	30.76	

Service Term of Administrative Staff						
	1-3 Years	4-6 Years	7-10 Years	11-15 Years	16-20 Years	21-Over
Number of People	0	1	0	1	0	11

4.8- Service Periods of Administrative

Staff	0	7.69	0	7.69	0	84.61
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4.9- Distribution of Administrative Staff by Age

Distribution of Administrative Staff by Age							
	Under 21	21-25 Age	26-30 Age	31-35 Age	36-40 Age	41-50 Age	51 Years Old Above
Number of People		1	0	0	0	4	8
%		7.69	0	0	0	30.76	61.53

4.10- Gender Distribution of Staff

	Woman	Male	Total	K%	TO%
Academic Staff	7	24	31	22.58	77.41
Administrative Staff	2	11	13	15.38	84.61
Total	9	35	44	9	35

4.11- Workers

Distribution of Contracted Personnel and Permanent Workers According to Their Positions			
	Full	Empty	Total
Personnel Working Under Law No. 657 4/B (Revolving Fund Operations Directorate)			
Personnel Working Under Law No. 657 4/B (Rectorate)	6		6
Personnel Working Under Law No. 657 4/D (Revolving Fund Operations Directorate)			
Personnel Working Under Law No. 657 4/D (Rectorate)			
Total	6		6

4.12- Service Periods of Contracted Personnel and Permanent Workers

Service Periods of Contracted Personnel and Permanent Workers						
Contracted Personnel Service Periods (657sK-4/B)						
	1-3 Years	4-6 Years	7-10 Years	11-15 Years	16-20 Years	21-Over
Number of People						
%						
Service Periods of Permanent Workers (657sK-4/D)						
Number of People			1	4	1	
%			16.66	66.66	16.66	

4.13— Distribution of Contracted Personnel and Permanent Workers by Age

Distribution of Contracted Personnel and Permanent Workers by Age							
Distribution of Contracted Personnel by Age (657sK-4/B)							
	Under 21	21-25 Years Old	26-30 Years Old	31-35 Years Old	36-40 Years Old	41-50 Years Old	Over 51 years old
Number of People							
%							
Distribution of Permanent Workers by Age (657sK-4/D)							

Number of People					1	4	1
%					16.66	66.66	16.66

5- Services Offered

5.1- Educational Services

5.1.1- Student Numbers

Student Numbers (2023-2024 academic year as of 18/12/2023)									
Unit Name	I. Doctrine			Secondary Education			Total		General Total
	TO	K	Total	TO	K	Total	TO	K	
Faculties									
Colleges									
Institute									
Vocational School	725	254	979	10	2	12	735	256	991
Total	725	254	979	10	2	12	735	256	991

Vocational Schools

10-Turhal Vocational School		Number of Students (NÖ)	Number of Students (Evening Classes)	Total Number of Students
	Electric	131	0	131
	Accounting and Tax Practices	81	0	81
	Mechatronics	125	0	125
	Computer Programming	142	0	142
	Business Management	97	0	97
	Hybrid and Electric Vehicles Technology Program	94	0	94
	Biomedical Device Technologies	110	12	122
	Electronic Communication Tech.	61	0	61

	Graphic Design Program	138	0	138
	Total	991	25	991

5.1.3- Student Quotas

Student Quotas and Occupancy Rates				
Unit Name	Quota	Settled	Empty Remaining	Occupancy Rate (%)
Faculties				
Colleges				
Vocational Schools	357	355	2	99.44
Total	357	355	2	99.44

5.1.5- Foreign Students

Unit and Number of Foreign Students			
Unit	Male	Woman	Total
Faculties			
Colleges			
Institutes			
Vocational Schools	3	1	4
Total	3	1	4

5.1.6- 2024 Erasmus-Mevlana-Farabi Program Mobility

Erasmus-Farabi-Mevlana Programme Mobility			
	Erasmus Program	Mevlana Program	Farabi Program
Bilateral Agreements on Higher Education	-	-	-
Number of Institutions	-	-	-
Number of Countries	-	-	-
Number of Outgoing Students (Including Internship Program)	-	-	-
Number of Incoming Students	-	-	-
Number of Outgoing Faculty Members	-	-	-
Number of Incoming Faculty Members	-	-	-
Number of Outgoing Administrative Staff	-	-	-

Number of Programs Included in National Exchange Programs	-	-	-

5.3- Administrative Services

Food Service Offered to Students and Staff in 2024					
	Number of Meals Eaten (Pieces)				
	Student	Free Student	Employee	Guest	Total
Taşlıçiftlik Campus					
Ali Şevki Erek Campus					
Almus Vocational School					
Artova Vocational School					
Erbaa Campus					
Niksar Campus					
Sunday Vocational School					
Reşadiye Vocational School					
Turhal Campus	16,477	959	1481	20	18,937
Zile Campus					
Total					

GOPÜSEM 2023 Course Activities

	Opened Courses/Seminars/Conferences/Activities	Education History	Duration of Education	Number of Participants
1-	-	-	-	-
2-	-	-	-	-
3-	-	-	-	-

4-	-	-	-	-
5-	-	-	-	-
6-	-	-	-	-
7-	-	-	-	-

II- AIMS AND OBJECTIVES

A- Basic Policies and Priorities

To strengthen scientific research and foster an innovative approach by ensuring that students and faculty continue their education and training activities in an environment where they can follow and contribute to contemporary developments. To undertake infrastructure work that will pave the way for integrating theoretical training with practice in all scientific fields. To foster relationships among internal stakeholders to strengthen the organizational climate and ensure sustained synergy (developing and disseminating institutional awareness). To increase the effectiveness and efficiency of education by utilizing the best technological data within the University's means in all education and training activities. To produce creative and productive graduates who possess advanced analytical and synthesizing skills, can transfer free thought to scientific productivity, and can be not only carriers of knowledge but also developers of it. To lead equivalent units at other universities with new methods and practices in education and training activities.

B- Goals and Objectives in the Administration's Strategic Plan

	Strategic Purpose		Strategic Goal
Purpose 1	To advance quality in education and training	Target 1.1.	To increase the quality of the course by increasing the number of elective courses to the extent that physical facilities allow, keeping the number of students who will choose the course at a specific rate, and teaching the course with fewer students.

		Target 1.2.	To ensure the participation of more faculty members in in-service training programs.
		Target 1.3.	To increase student satisfaction by supporting social, cultural, and personal development.
		Target 1.4.	Maintaining the current qualifications of academic staff, encouraging their development, and increasing their number.
		Target 1.5.	To ensure that course content and resources remain constantly up to date by reinforcing the course curriculum.
		Target 1.6.	To support education with practical courses in addition to theoretical classes.
		Target 1.7.	To supply the necessary technical and technological equipment to improve educational activities and to ensure the assignment of the personnel of experts required for the sustainability of these opportunities.
	Strategic Purpose		Strategic Goal
Purpose 2	To increase research and development opportunities	Target 2.1.	To increase the number of publications submitted to our university's and other universities' refereed journals.
		Target 2.2.	To increase the number of academic publications per faculty member.
		Target 2.3.	Organize events (exhibitions, promotions, conferences, congresses, etc.) by participating in national and international scientific activities and projects.
	Strategic Purpose		Strategic Goal
Purpose 3	Developing internal and external stakeholder relations and social relations	Target 3.1.	To increase administrative and academic staff satisfaction.
		Target 3.2.	To facilitate access to events organized at our central campus to make students feel a sense of belonging to Tokat Gaziosmanpaşa University.
		Target 3.3.	This is to ensure that graduates who are in business come to the college at least once a year and share their experiences.
		Target 3.4.	To further develop cooperation with local government and public institutions in the Turhal district.
		Target 3.5.	To encourage the establishment of student clubs.
	Strategic Purpose		Strategic Goal
Purpose 4	Developing physical infrastructure	Target 4.1.	To improve the physical conditions of the canteen and dining hall within the college.

		Target 4.2.	To take the necessary initiatives for an additional workshop building to be used by departments within the college.
		Target 4.3.	To provide opportunities for various sports activities within the college campus.
		Target 4.4.	To make arrangements to ensure the security of staff, students, and movable and immovable assets in the campus area for which it is responsible, and to provide improvements when necessary.
	Strategic Purpose		Strategic Goal
Purpose 5	To develop services for the benefit of society and the environment	Target 5.1.	To improve the quantity and quality of services to the community.
		Target 5.2.	Organize activities that can contribute to the social development of the district's people.
		Target 5.3.	To develop sustainable projects and practices for the benefit of the environment.
	Strategic Purpose		Strategic Goal
Purpose 6	To improve institutional recognition and strengthen institutionalism	Target 6.1.	Increasing corporate visibility.
		Target 6.2.	To increase accessibility to scientific outputs.
		Target 6.3.	To protect, develop, and ensure continuity of the corporate culture.
		Target 6.4.	To ensure the development of internal satisfaction, communication, and cooperation.

III-INFORMATION AND EVALUATIONS REGARDING THE ACTIVITIES

A- Financial Information

1-Budget Implementation Results

1.1-Budget Expenditures

	2024 BUDGET STARTING ALLOWANCE	2024 REALIZATION TOTAL	REAL STAINING RATE
	TL	TL	%
TOTAL BUDGET EXPENSES			
01 - PERSONNEL EXPENSES			
02 - STATE PREMIUM EXPENSES TO SOCIAL SECURITY INSTITUTIONS			

03 - PURCHASE EXPENSES OF GOODS AND SERVICES			
05 - CURRENT TRANSFERS			
06 - CAPITAL EXPENSES			

1.2-Budget Revenues

	2024 BUDGET ESTIMATED	2024 REALIZATION TOTAL	REAL DETERMINATION RATE
	TL	TL	%
TOTAL BUDGET REVENUES			
02 – NON-TAX INCOME			
03 – CAPITAL INCOME			
04 – DONATIONS AND GRANTS RECEIVED			

1.3- Cost-Benefit/Cost-Effectiveness Analysis (2024)

		2024	Unit
	Number of Staff + Number of Students	1039	Person 53
Electric	Closed Area	6060	m2
	Electricity Consumption Amount	103142.88	kWh
	Electricity Expense	532118.03	TL
	Electricity Expenses per Staff + Student	512.14	TL
	Electricity Expense Per Closed Area	87.81	TL
This	Water Consumption Amount	1892	M3
	Water Drain	26840.84	TL
	Water Expense Per Staff + Student	25.83	TL
	Water Expenditure Per Closed Area	4.43	TL
Natural gas	Natural Gas Consumption Amount	-	M3
	Natural Gas Expense	-	TL
	Natural Gas Expense per Staff + Student	-	TL
	Natural Gas Expense Per Closed Area	-	TL
Domestic Assignment (Travel Allowance)	Number of Personnel Assigned Domestically	13	Person
	Domestic Travel Expense	15881.13	TL
	Travel Allowance Amount Per Personnel	1221.63	TL

Overseas Assignment (Travel Allowance)	Number of Personnel Assigned Abroad	-	Person
	Travel Expenses Abroad	-	TL
	Travel Allowance Amount Per Personnel	-	TL
Telephone and Internet Expenses	Telephone and Internet Expenses	3.88	TL
	Expenses per Personnel	0.07	TL
Personnel Transportation Expenses	Personnel Transportation Expenses	-	TL
	Expenses per Personnel	-	TL

Revolving Fund Contributions of Units as of April 1, 2024

Revolving Fund Contributions of Units			
Unit	2024 Operating Income	Treasury Share	BAP Contribution Fee
.....			
.....			
.....			
Total			

Note: The Revolving Fund Operations Directorate will prepare

2-Explanations Regarding Basic Financial Statements

3- Financial Audit Results

3.1- Internal Audit

3.1.1. Control:

Name of the Audit and Audited Units	Type of Audit	Status

3.1.2. Consulting Activities:

3.1.3. Monitoring Activities:

3.2- External Audit

4- Other Matters

1. Activity and Project Information

1.1- Activity Information

NOTE: The Corporate Communications Coordinator, schools, and administrative units will write in detail.

Activity Name (symposium- congress- conference-panel- workshop- concert- etc.)	History	Subject	Participating Speaker	Place	Organized by (school/department)
1.(Information Meeting)	February 29, 2024	Project Mobilization Days	TOGÜ Technology Transfer Office (TTO) Coordination Staff	Turhal Faculty of Applied Sciences Conference Hall	Turhal Vocational School
2. (Poster Exhibition)	March 22, 2024	World Water Day	Students of Turhal Vocational School Graphic Design Program, curated by Dr. Lecturer Sefa Ersan KAYA	Taşlıçiftlik Campus Martyr Ömer Halisdemir Conference Hall Foyer Area	Turhal Vocational School
3. (In-service training)	06.052024	Electronic Document Management System In-Service Training Program	Kürşat YALINALI Hamza KARTAL Gabriel Batmaz	Turhal Faculty of Applied Sciences Conference Hall	Turhal Vocational School
4.(Training/Practice Activity)	May 17, 2024	Effective Resume	Lecturer Dr. Erdem KANIŞLI	Amphitheatre no. D23	Turhal Vocational School

		Preparation Training			
5.(Training/Practice Activity)	May 17, 2024	Effective Resume Preparation (Practical Training)	Lecturer Dr. Erdem KANIŞLI	LAB2 computer laboratory	Turhal Vocational School
6.(Information Meeting)	04.10.2024	Organ Donation Event	Tokat Faculty of Health Sciences staff	Turhal Faculty of Applied Sciences Conference Hall	Turhal Vocational School
7th Seminar	09.10.2024	Mental flexibility: How to escape the grip of thoughts	Guidance and Psychological Counseling Application and Research Center Directorate staff	Turhal Faculty of Applied Sciences Conference Hall	Turhal Vocational School
8.(Interview)	October 10, 2024	Ahilik from Ahi Evran Veli to Our Day	Fehmi ÇANKAYA, President of the Tokat Chamber of Tradesmen and Craftsmen	Amphibiou s theatre no. D24	Turhal Vocational School
9.(Career Event)	October 31, 2024	Taste in the Forest - Turhalda	Forest Chef Murat PALA	Turhal Faculty of Applied Sciences Conference Hall	Turhal Vocational School
10.(Training/Practice Activity)	December 13, 2024	Effective Presentation Training	Lecturer Dr. Erdem KANIŞLI	LAB2 computer laboratory	Turhal Vocational School
11.(Training/Practice Activity)	December 13, 2024	Effective Presentation Preparation Workshop	Lecturer Dr. Erdem KANIŞLI	LAB2 computer laboratory	Turhal Vocational School

12.(Awareness Training)	December 13, 2024	Cyber Security	Instructor Ş. Zübeyir ÖZKORUCU	Hall D27	Turhal Vocational School
13.(Professional Development Event)	24.12.2024	My Future, My Career	Lecturer Dr. Erdem KANIŞLI	Zübeyde Hanım Girls' Vocational and Technical Anatolian High School Conference Hall	Turhal Vocational School

National and International Competitions Organized by Our University Type of International Activity	Number (Piece)
Symposium	
Congress	
Conference	
Panel	
Seminar	
Workshop	
Conversation	
Theatre	
Concert	
Exhibition	
Technical Tour	
Various Events	
Training (Occupational Health and Safety Basic Training)	
Training Seminar	
....	
....	
....	
....	

1.2- Activity Information Regarding Publications

Publication Type	Number (Piece)
International Article	10
National Article	6
International Declaration	10
National Declaration	-
Book	2
Book Chapter	4

1.3- Number of Graduates (Person)

Faculty / College / Vocational School	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Turhal Vocational School	203	187	218	207	143	145	157	152	176	173	202
Turhal Vocational School (Evening Education)	85	75	53	44	36	42	40	31	36	28	5
Total	288	262	262	251	179	187	197	183	212	201	207

1.4- Bilateral Agreements Between Universities

1.4.1- Bilateral Agreements between Domestic Universities

Bilateral Agreements between Domestic Universities –	
University Name	Contents of the Agreement
-	-

1.4.2- Bilateral Agreements Between Foreign Universities

Erasmus Exchange Program						
Serial Number	Country	City	University Name	Faculty	Section	Duration of the Agreement
1	-	-	-	-	-	-

Mevlana Exchange Program

Serial Number	Country	City	University Name	Faculty	Section	Duration of the Agreement
1	-	-	-	-	-	-

1.5- Our Project Information

1.5.1- Scientific Research Projects

Projects	Project (A) Carried Over from Previous Year (2023)		Project(B) added in the year(2024)		Total (A+B)		Project Completed in 2024		Project Transferred to 2025	
	Number (piece)	Budget (TL)	Number (piece)	Budget (TL)	Number (piece)	Budget (TL)	Number (piece)	Budget (TL)	Number (piece)	Budget (TL)
Scientific Research Projects (BAP)			1	148800	1	148800	1	148800		
TUBITAK										
San-Thesis										
DOKAP										
EU Project										
.....										
.....										
Total										

2024 BAP Project Types			
Serial Number	Project Types	Number	Budget (TL)
1	Scientific Research Projects		
2	Startup Program Projects		
3	Postgraduate Theses Support Program Projects		
4	Supplementary Support Projects Program		
5	Supporting and Developing Education and Research Infrastructure Program Projects	1	148800
6	Student Projects		
7	Participation in Scientific and Artistic Activities Support Program Projects		

8	International Academic Development and Scientific Visit Support Program Projects		
9	Scientific Event Organization Support Program Projects		
10	Hardware Support Program Projects for Faculty Members Producing Scientific Publications		
11	Property Rights and Patent Support Projects		
12	Foreign Language Education Projects of Our Faculty Members		
13	Projects to Improve the University's Place in International Rating Systems		
14		
15		
	Total	1	148800

2024 BAP Projects					
Serial Number	Project Number	Project Name	Budget (TL)	Project Manager	Project Type
1	2024/24	Improvement of the Turhal Vocational School Graphic Design Program Laboratory	148800	Dr. Lecturer Sefa ERSAN KAYA	Supporting and Developing Education and Research Infrastructure Program Projects
Total			148800		

2024 TUBITAK Projects							
Serial Number	Project Number	Project Name	Project Manager	Project Start-End Date	Budget (TL)	Expenditure (TL)	Remaining Budget (TL)
1							
2							
Total							

Note: tables will be prepared in Excel

2024 Projects							
Serial Number	Project Number	Project Name	Project Manager	Project Start-End Date	Budget (TL)	Expenditure (TL)	Remaining Budget (TL)
1							
2							
Total							

Note: separate tables will be prepared for different projects.

and Sports								
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1.5.2.2- Realization Status of Investment Projects

Project Number	
Sector	
Project Name and Features	
Project Location	
Project Start and End Date	

Project Cost	2024 Allowance	Revised Appropriation		Spending	Period Cash Realization Rate (%)	Cumulative Expenditure
		Added Allowance	Total Appropriation			

Explanation:

IV- EVALUATION OF INSTITUTIONAL CAPABILITY AND CAPACITY

A-Advantages

1.	Support from university administration
2.	Qualifications of academic staff
3.	Our philosophy is to be open to innovation and development.
4.	Dedication of employees
5.	We have well-equipped laboratories and technology-supported training spaces,
6.	We have a qualified teaching staff with private sector and market experience, most of whom have postgraduate education.
7.	Our college has its own campus that is suitable for expansion.
8.	Within the scope of school-industry collaboration, internship and employment opportunities for our students have been increased within the framework of protocols made with companies operating in our region and throughout Türkiye.

B- Weaknesses

1.	Limited funds for laboratory materials, machinery, and equipment,
2.	Inadequate physical space (Classrooms, teaching staff, and civil servant rooms)
3.	Rapid technological development
4.	Students' accommodation problems

C- Evaluation

Our Vocational School, with its academic and administrative staff working to add its weaknesses to its strengths, expresses its core values: scientific freedom, social benefit, modernity, innovation, creativity, participation, reliability, and quality.

- To give importance to the merit and success of administrative work,
- To respect universal values and human rights,
- Having an ethical understanding,
- To follow a management policy that is open to development,
- Using resources effectively,
- To observe freedom and discipline together,
- Being open to corporate communication,
- It has adopted the concept of being open to technological developments and continuity.

V-RECOMMENDATIONS AND PRECAUTIONS

- Construction of an additional building or a new building to address the physical inadequacy of our Vocational School,
- Increasing the number of academic and technical personnel within our Vocational School.
- Solving students' accommodation problems
- Allocating the necessary materials for social activities to help our students embrace the university and make the most of their free time.
- Making environmental arrangements within the campus.
-

ANNEX 1: Internal Control Assurance Statement of the Authorizing Officer

INTERNAL CONTROL ASSURANCE DECLARATION

Within the framework of my duties and powers as the spending authority;

I hereby declare that the work and transactions carried out by our spending unit are carried out in accordance with the aims and objectives of the administration, sound financial management principles, control regulations and legislation, that the resources allocated to our unit through the budget are used effectively, economically and efficiently in line with the planned objectives, and that the internal control system in our unit provides adequate and reasonable assurance.

This assurance is based on my knowledge and evaluations as the spending authority, management information systems, internal control system evaluation reports, monitoring and assessment reports, and audit reports.

I declare that the information contained in this report is reliable, complete, and accurate.
(Turhal Vocational School – 13.01.2025)

Assis. Prof. Dr. Ebubekir YAŞAR
Manager

