



**Turkish Republic**  
**TOKAT GAZİOSMANPAŞA**  
**UNIVERSITY**  
**TURHAL VOCATIONAL SCHOOL DIRECTORATE**  
**2023 UNIT ACTIVITY REPORT**

January 2024

## **PRESENTATION OF THE SPENDING AUTHORITY**

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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 m<sup>2</sup> 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.

Our Vocational School is an academic unit that aims to train the intermediate workforce, covering a program of at least four semesters based on secondary education, or constitutes the first stage of undergraduate education.

In light of the aims and main principles stated in the Higher Education Law No. 2547, 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.

Our Vocational School has 919 students in nine formal education programs and one closed evening program. Our school offers formal programs in Electrical, Mechatronics, Computer Programming, Biomedical Device Technology, Electronic Communications, Business Management, Graphic Design, Accounting and Tax Applications, and Hybrid and Electric Vehicle Technology. Students enrolled in the evening Biomedical Device Technology program have been transferred to formal education, and student enrollment has been suspended.

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NAME AND SURNAME of the Spending Officer  
Assis. Prof. Dr. Ebubekir YAŞAR  
Manager

<b>PRESENTATION (PRESENTATION OF THE EXPENDING OFFICER)</b>	
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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 Turkey 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**

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:

a - 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. A director whose term has expired may be reappointed. The director may appoint a maximum of 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
Assistant Director	Lecturer Adnan GELMEZ
Deputy Director	Lecturer 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
Deputy Director	Lecturer Adnan GELMEZ
Deputy Director	Lecturer Serkan ŞENKAL
Member	Assis. Prof. Dr. Özgür KOÇBULUT
Member	Assis. Prof. Dr. Sefa Ersan KAYA
Member	Assis. Prof. Dr. Yeliz DURGUN

d - The Council of the Higher Education School and the Executive Board of the Higher Education School shall fulfill 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 head shall manage the department. The department head shall be appointed from among the salaried professors of the department,

associate professors in their absence, or assistant professors in their absence by the dean in faculties; by the dean in schools affiliated with the faculty upon the recommendation of the director; and by the rector in schools affiliated with the rectorate upon the recommendation of the director for a three-year term. The head of the department may be reappointed after their term expires. A faculty member shall serve 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 shall be appointed, using the same procedure, to complete the remaining term. The head of the department shall be 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**

- 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,
- The problems concerning the scientific, cultural, social, and economic progress and development of the country are subjects of teaching and research by cooperating with other organizations and making recommendations to public institutions, to present the results for the benefit of the 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,
- education and training for the practical implementation of higher education, to establish revolving fund enterprises, to operate them efficiently, and to make the necessary arrangements to develop 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 inform 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 <sup>2</sup> )		Total ( m <sup>2</sup> )
	University	Treasury of Finance	
Taşçiftlik Campus			
Ali Sevki Erek City Campus			
District Schools Campus	Turhal Vocational School		6,175
<b>Total</b>			<b>6,175</b>

**Table 2: Distribution of Indoor Spaces by Service Areas**

Service Area	Taşçiftlik Campus	City Campus	TURHAL VOCATIONAL SCHOOL	Total ( m <sup>2</sup> )
Education			3,000	3,000
Health				
Nutrition			875	875
Culture				
Sport				
Other (administrative, facility, warehouse, housing)			2,300	2,300

<b>Total</b>				<b>6,175</b>
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**Table 3: Distribution of Real Estate**

Campus Name	Real Estate Area (Land-Plot) According to Ownership Status ( m <sup>2</sup> )			Total ( m <sup>2</sup> )
	Deeded Properties (Land-Land)	Allocated Real Estate	Other (Those allocated from institutions and organizations)	
Turhal Vocational School		112,265.97		112,265.97
<b>Total</b>		<b>112,265.97</b>	<b>-</b>	<b>112,265.97</b>

**Table 4: Existing Physical Enclosed Spaces**

Units	Existing Physical Closed Areas ( m <sup>2</sup> )									
	Administrative Building Lar	Educational Fields		Social Areas			Circulation Area	Sports Fields		Total ( m <sup>2</sup> )
		Lesson	Labo Ratu There is	Canteen Cafeteria either	Lodge Man	Country Lar		Open Sports Facilities	Close Sports Facilities forward	
Turhal Vocational School	2300	3000		875	0	0	0	0	0	<b>6,175</b>
Grand Total	<b>2300</b>	<b>3000</b>		<b>875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,175</b>

### 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					
Computer Laboratory	4						
Other Laboratory	4						
Faculty of Education							

<b>Painting Workshop Classes</b>							
<b>Faculty of Education Individual Music Study Classes</b>							
<b>State Conservatory Individual Music Study Classes</b>							
	12	9					

**Table 1.1.1. Laboratory Name**

<b>Serial Number</b>	<b>Department Name</b>	<b>Laboratory Name</b>
1	Electricity and Energy	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 / Electricity and Energy	PLC 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**

2.

<b>Unit Name</b>	<b>Canteen</b>			<b>Cafeteria</b>		
	<b>Number (Piece)</b>	<b>Closed Area ( m2 )</b>	<b>Capacity (Person)</b>	<b>Number (Piece)</b>	<b>Closed Area ( m2 )</b>	<b>Capacity (Person)</b>

<b>Turhal Vocational School</b>	1	400	200			
<b>Total</b>	<b>1</b>	<b>400</b>	<b>200</b>			

### 1.2.2- Dining Halls

Unit Name	Student Cafeteria			Staff Dining Hall		
	Number (Piece)	Closed Area (m <sup>2</sup> )	Capacity (Person)	Number (Piece)	Closed Area (m <sup>2</sup> )	Capacity (Person)
<b>Turhal Vocational School</b>	1	475	200	1	475	30
<b>Total</b>						

### 1.2. 7- Meeting-Conference Halls

	Capacity 0-50	Capacity 51-100	Capacity 101-150	Capacity 151-200	Capacity 201+	Total
Meeting Hall		1				1
Conference Hall		1				1
<b>Total</b>		2				2

### 1.3- Service Areas

#### 1.3.1- Academic Staff Service Areas

	Number (pieces)	Area (m <sup>2</sup> )	Number of users (people)
<b>Study Room</b>	17	220	28

**1.3.2- Administrative Staff Service Areas**

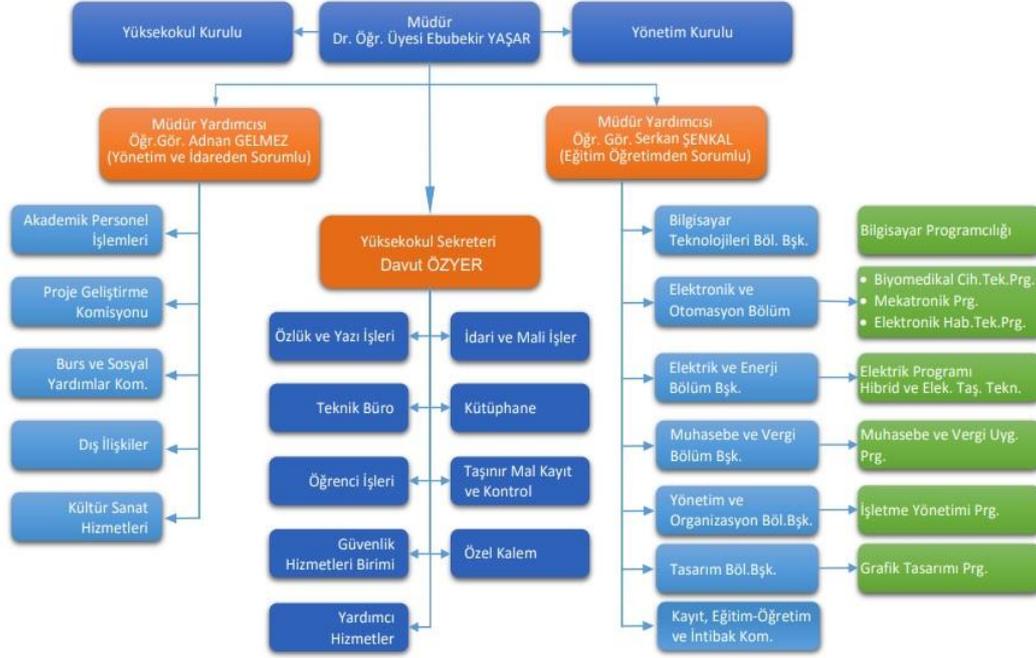
	<b>Number (pieces)</b>	<b>Area (m2)</b>	<b>Number of Users (people)</b>
<b>Service</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Study Room</b>	<b>8</b>	<b>124</b>	<b>10</b>
<b>Total</b>	<b>8</b>	<b>124</b>	<b>10</b>

**1.4- Warehouse, Archive, and Workshop Areas**

<b>Turhal Vocational School</b>	<b>Warehouse</b>		<b>Archive</b>		<b>Workshop</b>	
	<b>Number (pieces)</b>	<b>Area (m2)</b>	<b>Number (pieces)</b>	<b>Area (m2)</b>	<b>Number (pieces)</b>	<b>Area (m2)</b>
	<b>2</b>	<b>60</b>	<b>1</b>	<b>18</b>	<b>1</b>	<b>9</b>
<b>Total</b>	<b>2</b>	<b>60</b>	<b>1</b>	<b>18</b>	<b>1</b>	<b>9</b>

**2- Organizational Structure**

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



### 3 - Technology and Information Infrastructure

#### 3.2- Computers

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

#### 3.4- Other Information and Technological Resources

<b>Type</b>	<b>For Administrative Purposes (Piece)</b>	<b>For Educational Purposes (Piece)</b>	<b>For Research Purposes (Piece)</b>
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

<b>Academic Staff</b>					
	<b>According to the Occupancy Rate of Positions</b>			<b>According to the Employment Type of Staff</b>	
	<b>Full</b>	<b>Empty</b>	<b>Total</b>	<b>Full Time</b>	<b>Part Time</b>
<b>Professor</b>					
<b>Associate professor</b>					
<b>Assistant Professor</b>	<b>5</b>				
<b>Lecturer</b>	<b>26</b>				
<b>Lecturer</b>					
<b>Translator</b>					
<b>Education Planner</b>					
<b>Total</b>	<b>31</b>				

##### 4.5- Distribution of Academic Staff by Age

<b>Distribution of Academic Staff by Age</b>						
	<b>21-25 Years Old</b>	<b>26-30 Years Old</b>	<b>31-35 Years Old</b>	<b>36-40 Years Old</b>	<b>41-50 Years Old</b>	<b>51- Above</b>
<b>Number of People</b>		5	5	2	11	8
<b>%</b>		16.12	16.12	6.45	35.48	25.80

##### 4.6- Administrative Staff

<b>Administrative Staff (Based on Position Occupancy Rate)</b>			
	<b>Full</b>	<b>Empty</b>	<b>Total</b>
<b>General Administrative Services Class</b>	10		10
<b>Healthcare Class</b>			
<b>Technical Services Class</b>	1		1
<b>Education and Training Services Class</b>			

<b>Legal Services Class</b>			
<b>Religious Services Class</b>			
<b>Auxiliary Services</b>		4	4
<b>Total</b>		<b>15</b>	<b>15</b>

#### 4.7- Educational Status of Administrative Staff

<b>Educational Status of Administrative Staff</b>					
	<b>Primary education</b>	<b>High school</b>	<b>Associate Degree</b>	<b>Licence</b>	<b>Master's and Doctorate</b>
<b>Number of People</b>	2		8	5	
<b>%</b>	13.33		53.33	33.33	

#### 4.8- Service Periods of Administrative Staff

<b>Service Term of Administrative Staff</b>						
	<b>1-3 Years</b>	<b>4-6 Years</b>	<b>7-10 Years</b>	<b>11-15 Years</b>	<b>16-20 Years</b>	<b>21-Over</b>
<b>Number of People</b>	1		1	0	1	12
<b>%</b>	6.66		6.66		6.66	80

#### 4.9- Distribution of Administrative Staff by Age

<b>Distribution of Administrative Staff by Age</b>							
	<b>Under 21</b>	<b>21-25 Age</b>	<b>26-30 Age</b>	<b>31-35 Age</b>	<b>36-40 Age</b>	<b>41-50 Age</b>	<b>51 Years Old Above</b>
<b>Number of People</b>		1			1	6	7
<b>%</b>		6.66			6.66	40	46.66

#### 4.10- Gender Distribution of Staff

	<b>Woman</b>	<b>Male</b>	<b>Total</b>	<b>K%</b>	<b>TO%</b>
<b>Academic Staff</b>	7	24	31	19.56	80.43
<b>Administrative Staff</b>	2	13	15		

<b>Total</b>	<b>9</b>	<b>37</b>	<b>46</b>		
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#### 4.11- Workers

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

#### 4.12- Service Periods of Contracted Personnel and Permanent Workers

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

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**4.13 — Distribution of Contracted Personnel and Permanent Workers by Age**

<b>Distribution of Contracted Personnel and Permanent Workers by Age</b>							
<b>Distribution of Contracted Personnel by Age (657sK-4/B)</b>							
	<b>Under 21</b>	<b>21-25 Years Old</b>	<b>26-30 Years Old</b>	<b>31-35 Years Old</b>	<b>36-40 Years Old</b>	<b>41-50 Years Old</b>	<b>Over 51 years old</b>
<b>Number of People</b>							
<b>%</b>							
<b>Distribution of Permanent Workers by Age (657sK-4/D)</b>							
<b>Number of People</b>					<b>1</b>	<b>4</b>	<b>1</b>
<b>%</b>					<b>16.66</b>	<b>66.66</b>	<b>16.66</b>

**5- Services Offered**

**5.1- Educational Services**

**5.1.1- Student Numbers**

<b>Student Numbers (as of 18/12/2023, 2023-2024 academic year )</b>				
<b>Unit Name</b>	<b>I. Doctrine</b>	<b>Secondary Education</b>	<b>Total</b>	<b>General</b>

	TO	K	Total	TO	K	Total	TO	K	Total
<b>Faculties</b>									
<b>Colleges</b>									
<b>Institute</b>									
<b>Vocational School</b>	682	209	891	18	7	25	700	216	916
<b>Total</b>	<b>682</b>	<b>209</b>	<b>891</b>	<b>18</b>	<b>7</b>	<b>25</b>	<b>700</b>	<b>216</b>	<b>916</b>

### Number of students by school/departments / significant Branches / Students Numbers

<b>6-Turhal Vocational School</b>		<b>Students ( NE)</b>	<b>Students ( Evening Classes)</b>	<b>Total Number of Students</b>
	<b>Electric</b>	<b>119</b>	<b>0</b>	<b>119</b>
	<b>Accounting and Tax Practices</b>	<b>67</b>	<b>0</b>	<b>67</b>
	<b>Mechatronics</b>	<b>117</b>	<b>0</b>	<b>117</b>
	<b>Computer Programming</b>	<b>132</b>	<b>0</b>	<b>132</b>
	<b>Business Management</b>	<b>81</b>	<b>0</b>	<b>81</b>
	<b>Hybrid and Electric Vehicles Tech.Prog.</b>	<b>83</b>	<b>0</b>	<b>83</b>
	<b>Biomedical Device Technologies</b>	<b>102</b>	<b>25</b>	<b>127</b>
	<b>Electronic Communication Tech.</b>	<b>62</b>	<b>0</b>	<b>62</b>
	<b>Graphic Design Program</b>	<b>128</b>	<b>0</b>	<b>128</b>
	<b>Total</b>	<b>891</b>	<b>25</b>	<b>916</b>

#### 5.1.3- Student Quotas

<b>Student Quotas and Occupancy Rates</b>				
<b>Unit Name</b>	<b>Quota</b>	<b>Settled</b>	<b>Empty Remaining</b>	<b>Occupancy Rate (%)</b>
<b>Faculties</b>				
<b>Colleges</b>				

<b>Vocational Schools</b>	347	339	8	97.7
<b>Total</b>				

### 5.1.5- Foreign Students

<b>Unit and Number of Foreign Students</b>			
<b>Unit</b>	<b>Male</b>	<b>Woman</b>	<b>Total</b>
<b>Faculties</b>			
<b>Colleges</b>			
<b>Institutes</b>			
<b>Vocational Schools</b>	5	4	9
<b>Total</b>	<b>5</b>	<b>4</b>	<b>9</b>

### 5.1.6- 2023 Erasmus -Mevlana-Farabi Program Mobility

<b>Erasmus- Farabi -Mevlana Program Mobility</b>			
	<b>Erasmus Program</b>	<b>Mevlana Program</b>	<b>Farabi Program</b>
<b>Dual Agreement Made in Higher Education Institution Number of</b>	-	-	-
<b>Country Number of</b>	-	-	-
<b>Outgoing Student Number of Internships program included )</b>	-	-	-
<b>Incoming Students Number of</b>	-	-	-

<b>Outgoing Education Staff Number of</b>	-	-	-
<b>Incoming Education Staff Number of</b>	-	-	-
<b>Outgoing Administrative Employee Number of</b>	-	-	-
<b>National Change to their programs Number of Programs Included</b>	-	-	-

<b>Food Service Offered to Students and Staff in 2023</b>					
	<b>Number of Meals Eaten (Pieces)</b>				
	<b>Student</b>	<b>Free Student</b>	<b>Employee</b>	<b>Guest</b>	<b>Total</b>
<b>Taşlıçiftlik Campus</b>					
<b>Ali Şevki Ereğ Campus</b>					
<b>Almus Vocational School</b>					
<b>Artova Vocational School</b>					
<b>Erbaa Campus</b>					
<b>Niksar Campus</b>					
<b>Sunday Vocational School</b>					
<b>Reşadiye Vocational School</b>					
<b>Turhal Campus</b>	<b>13,787</b>	<b>836</b>	<b>533</b>	<b>-</b>	<b>15,156</b>
<b>Zile Campus</b>					
<b>Total</b>					

### **GOPÜSEM 2023 Course Activities**

	<b>Opened Courses/Seminars/Conferences/Activities</b>	<b>Education History</b>	<b>Duration of Education</b>	<b>Number of Participants</b>
<b>1-</b>	-	-	-	-
<b>2-</b>	-	-	-	-

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.
	<b>Strategic Purpose</b>		<b>Strategic Goal</b>
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.
	<b>Strategic Purpose</b>		<b>Strategic Goal</b>
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.
	<b>Strategic Purpose</b>		<b>Strategic Goal</b>

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.
	<b>Strategic Purpose</b>	<b>Strategic Goal</b>	
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.
	<b>Strategic Purpose</b>	<b>Strategic Goal</b>	
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

	2023 BUDGET STARTING ALLOWANCE	2023 REALIZATION TOTAL	REAL STAINING RATE
	TL	TL	%
<b>TOTAL BUDGET EXPENSES</b>			
<b>01 - PERSONNEL EXPENSES</b>	<b>13,275,215.00</b>	<b>13,358,305.81</b>	<b>100</b>

02 - STATE PREMIUM EXPENSES TO SOCIAL SECURITY INSTITUTIONS	1,855,204.00	1,855,202.78	100
03 - PURCHASE EXPENSES OF GOODS AND SERVICES	49,280.00	45,081.52	91
05 - CURRENT TRANSFERS			
06 - CAPITAL EXPENSES			

### 1.2-Budget Revenues

	2023 BUDGET ESTIMATED	2023 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 ( 2023 )

		2023	Unit
	Staff + Number of Students	968	Person
Electric	Closed Area	6060	m2
	Electricity Consumption Amount	9,600,768	kWh
	Electricity Expense	42.1945.49	TL
	Electricity Expenses per Staff + Student	435.89	TL
	Electricity Expense Per Closed Area	69.63	TL
This	Water Consumption Amount	929	M3
	Water Drain	10,177.20	TL
	Water Expense Per Staff + Student	10.51	TL
	Water Expenditure Per Closed Area	168	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	Number of Personnel Assigned Domestically	10	Person

(Travel Allowance)	Domestic Travel Expense	2,808.21	TL
	Travel Allowance Amount Per Personnel	280.82	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	26.49	TL
	Expenses per Personnel	0.59	TL
Personnel Transportation Expenses	Personnel Transportation Expenses		TL
	Expenses per Personnel		TL

### Revolving Fund Contributions of Units as of April 1, 2023

Revolving Fund Contributions of Units			
Unit	2023 Operating Income	Treasury Share	BAP Contribution Fee
.....			
.....			
.....			
Total			

## 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

Activity Name ( such as semp.- kong.- conf. - panel- workshop - concert- )	History	Subject	Participating Speaker	Place	Organizing the school/department
1	March 21, 2023	Career in the Gaming and Media Industries	Abdurrahman KOÇAK	Online	Turhal Vocational School
2	March 27, 2023	The Future of Accounting as a Profession	Mustafa KAYA	Online	Turhal Vocational School
3	April 9, 2023	E-Transformation Process and the Accounting Profession	Melih Sağıroğlu	Online	Turhal Vocational School
4	08.05.2023	Preparing an Effective and Efficient Resume	Erdem Kanışlı	Online	Turhal Vocational School
5	08.05.2023	Recruitment and Interview Techniques	Erdem Kanışlı	Online	Turhal Vocational School
6	June 20, 2023	Innovation Effects on Blue-Collar Work Life	İlkay Akgöl	Online	Turhal Vocational School
7	October 18, 2023	University Life and Adaptation	Çağla ÇELİK, Cansu BİNGÖL	Turhal Faculty of Applied Sciences Conference Hall	Turhal Vocational School

<b>8</b>	01.11.2023	Hearing Aids and Their Components and a Look at the Hearing Aid Industry	Ozge Guler	Turhal Faculty of Applied Sciences Conference Hall	Turhal Vocational School
<b>9</b>	November 15, 2023	Online Career Event for Our Biomedical Device Technology Program Students-1	Elif OZTURK	Online	Turhal Vocational School
<b>10</b>	November 15, 2023	Online Career Event for Our Biomedical Device Technology Program Students-2	Rümeysa BENDEŞ	Online	Turhal Vocational School
<b>11</b>	November 17, 2023	Technical Tour	Ugur OZTURK, Mustafa DEMIR	Taşlıçiftlik Campus Solar Power Plant and Compost Facility	Turhal Vocational School
<b>12</b>	November 23, 2023	November 25 International Day for the Elimination of Violence Against Women Event	Sena KOÇAR, Hülya ALTUNSOY	Turhal Faculty of Applied Sciences Conference Hall	Turhal Vocational School
<b>13</b>	November 23, 2023	Technology Addiction	Ertuğrul Talha VETERAN	Turhal Faculty of Applied Sciences Conference Hall	Turhal Vocational School
<b>14</b>	20.12.2023	Applied Training on "Current Developments in Accounting Practices"	Melih Sağıroğlu	Turhal Vocational School Computer Lab 2	Turhal Vocational School

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

### 1.2- Activity Information Regarding Publications

<b>Publication Type</b>	<b>Number (Piece)</b>
<b>International Article</b>	<b>8</b>
<b>National Article</b>	<b>2</b>
<b>International Declaration</b>	<b>16</b>
<b>National Declaration</b>	<b>1</b>
<b>Book</b>	<b>1</b>
<b>Book Chapter</b>	<b>5</b>

### 1.3- Number of Graduates (Person )

<b>Faculty / College / Vocational School</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>
<b>Faculty of Medicine</b>										
<b>Faculty of Dentistry</b>										
<b>Faculty of Health Sciences</b>										
<b>Erbaa Health School</b>										
<b>Erbaa SHMYO</b>										
<b>Erbaa Vocational School of Health Sciences (Evening Education)</b>										
<b>Turhal SHMYO</b>										
<b>Turhal Vocational School of Health Sciences (Evening Education)</b>										

<b>Faculty of Arts and Sciences</b>										
<b>Faculty of Arts and Sciences (Evening Education)</b>										
<b>Faculty of Agriculture</b>										
<b>Seminary</b>										
<b>Faculty of Theology (Evening Education)</b>										
<b>Faculty of Engineering and Natural Sciences</b>										
<b>Niksar Social Sciences Vocational School</b>										
<b>Niksar Social Sciences Vocational School (Evening Education)</b>										
<b>Niksar Technical Sciences Vocational School</b>										
<b>Niksar Technical Sciences Vocational School (Evening Education)</b>										
<b>Faculty of Education</b>										
<b>Faculty of Education (Evening Education)</b>										
<b>Faculty of Economics and Administrative Sciences</b>										
<b>Faculty of Economics and Administrative Sciences (Evening Education)</b>										
<b>State Conservatory</b>										
<b>Turhal Applied Technological Operations School</b>										
<b>School of Physical Education and Sports</b>										
<b>School of Physical Education and Sports (Evening Education)</b>										
<b>Zile Dinçerler Tourism and Hotel Management School</b>										
<b>Zile Dinçerler School of Public Administration and Education (Evening Education)</b>										
<b>Tokat Vocational School</b>										
<b>Tokat Vocational School (Evening Education)</b>										
<b>Tokat Social Sciences Vocational School</b>										
<b>Tokat Social Sciences Vocational School (Evening Education)</b>										
<b>Tokat Technical Sciences Vocational School</b>										
<b>Tokat Technical Sciences Vocational School (Evening Education)</b>										
<b>Tokat Health Services Vocational School</b>										
<b>Tokat Health Services Vocational School (Evening Education)</b>										
<b>Zile Vocational School</b>										

Zile Vocational School (Evening Education)										
Reşadiye Vocational School										
Almus Vocational School										
Erbaa Vocational School										
Erbaa Vocational School (Evening Education)										
Turhal Vocational School	203	187	218	207	143	175	157	152	176	173
Turhal Vocational School (Evening Education)	85	75	53	44	36	42	40	31	36	28
Artova Vocational School										
Sunday Vocational School										
<b>Total</b>	<b>288</b>	<b>262</b>	<b>271</b>	<b>251</b>	<b>179</b>	<b>217</b>	<b>197</b>	<b>183</b>	<b>212</b>	<b>201</b>

#### 1.4- Bilateral Agreements Between Universities

##### 1.4.1- Bilateral Agreements between Domestic Universities

<b>Bilateral Agreements between Domestic Universities –</b>	
<b>University Name</b>	<b>Contents of the Agreement</b>
-	-

Farabi Exchange Program

Serial number	University	Section
1	-	-

##### 1.4.2- Bilateral Agreements Between Foreign Universities

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

<b>Mevlana Exchange Program</b>
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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	Previous Year ( 2022)		the year ( 2023)		Total (A+B)		Project Completed in 2023		Project Transferred to 2024	
	Number ( piece )	Budget (TL)	Number ( piece )	Budget (TL)	Number ( piece )	Budget (TL)	Number ( piece )	Budget (TL)	Number ( piece )	Budget (TL)
Scientific Research Projects (BAP)	-	-	-	-	-	-	-	-	-	-
TUBITAK	-	-	-	-	-	-	-	-	-	-
Ministry of Development (abolished)	-	-	-	-	-	-	-	-	-	-
San- Thesis	-	-	-	-	-	-	-	-	-	-
DOKAP	-	-	-	-	-	-	-	-	-	-
EU Project	-	-	-	-	-	-	-	-	-	-
.....	-	-	-	-	-	-	-	-	-	-
.....	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-	-	-

2023 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	-	-
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	.....	-	-
	<b>Total</b>		

2023 BAP Projects					
Serial Number	Project Number	Project Name	Budget (TL)	Project Manager	Project Type
1	-	-	-	-	-
<b>Total</b>	-	-	-	-	-

Ministry of Development (Repealed) Projects for 2023							
Serial Number	Project Number	Project Name	Project Manager	Project Start-End Date	Budget ( TL)	Expenditure (TL)	Remaining Budget ( TL)
1	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-

2023 TUBITAK Projects							
Serial Number	Project Number	Project Name	Project Manager	Project Start-End Date	Budget ( TL)	Expenditure (TL)	Remaining Budget ( TL)
1	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-

2023 SAN-TEZ Projects							
Serial Number	Project Number	Project Name	Project Manager	Project Start-End Date	Budget ( TL)	Expenditure (TL)	Remaining Budget ( TL)
1	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-

European Union (EU) Projects for 2023									
Order No	Project Number	Project Ordinary	Project Run Tücu	Project Run Tücu Academy Misyen	Project Start-Finish History of the	Total Budget (Euro)	Türkiye's Budget (Euro)	Spent by Turkey ( euro )	Remaining Turkish Budget (Euro)
1	-	-	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-	-	-

2023 DOKAP –OKA- Special Provincial Administration, etc. Institutional Projects							
Serial Number	Project Number	Project Name	Project Manager	Project Start-End Date	Budget ( TL)	Expenditure (TL)	Remaining Budget ( TL)
1	-	-	-	-	-	-	-
<b>Total</b>	-	-	-	-	-	-	-

## 1.5.2- Investment Projects

### 1.5.2.1- Investment Implementation Status by Sectors

Sector	Number of Projects	Project Cost (TL )	Program Year Allowance (TL)	Added (TL)	Deducted (TL)	Total Free Allowance (TL)	Spending (TL)	Cash Real Percentage of Integration (%)
Education -Higher Teaching	-	-	-	-	-	-	-	-
Health	-	-	-	-	-	-	-	-
Physical Education and Sports	-	-	-	-	-	-	-	-

### 1.5.2.2- Realization Status of Investment Projects

<b>Project Number</b>	-
<b>Sector</b>	-
<b>Project Name and Features</b>	-
<b>Project Location</b>	-
<b>Project Start and End Date</b>	-

Project Cost	2023 Appropriation	Revised Appropriation		Spending	Period Cash Realization Rate (%)	Cumulative Expenditure
		Added Allowance	Total Appropriation			
-	-	-	-	-	-	-

## 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,
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2.	Inadequate physical space (Classrooms, teaching staff, and civil servant rooms)
3.	Rapid technological development
4.	Students' accommodation problems
5.	Inadequate employment and internship opportunities

## **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- SUGGESTIONS 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 – 08.01.2023)

Assis. Prof. Dr. Ebubekir YAŞAR  
Manager