**Director of the institution**

The Director of the Institute is elected by the Rector for a period of three years and appointed in the normal manner. The manager whose term has expired can be reappointed. The principal can choose at most two people from among the faculty members as assistant principals to assist her in her studies. Deputy Directors are appointed by the Director for three years. One of her assistants deputizes for the principal when she is not on duty.

Duties and Responsibilities

-To represent the institute at a high level,

-To preside over the institute boards, to implement the decisions of the institute boards,

-Determining the mission and vision of the institute,

- To ensure the preparation of the institute's strategic plan,

- To ensure regular work between the institute units,

-To carry out the task of general supervision and control over the institute units and personnel at all levels,

- To ensure that the processes in administrative and academic units are carried out effectively and efficiently in accordance with laws and regulations,

-Identifying and solving problems related to the Institute, and conveying them to higher authorities when necessary,

-To ensure that education, scientific research and publication activities are carried out in accordance with its mission and vision with a contemporary understanding,

-Ensuring the participation of administrative and academic staff in social, cultural and scientific activities,

- To ensure that the services at the Institute are carried out effectively and efficiently,

-Preparing the staff needs of the institute and presenting it to the Rectorate with its justification,

- To notify the Rectorate of the Institute's appropriation and additional appropriation requests, along with their justification,

- To present the proposal about the budget of the institute to the rectorate,

-Following contemporary developments and reflecting them in accordance with the determined mission and vision,

-As the Expenditure Officer, to be responsible for the compliance of the expenditure instructions with the budget principles and principles, laws, regulations and other legislation, the effective, economic and efficient use of the appropriations, and other actions that must be taken within the framework of the law,

- To ensure that movables are acquired and used effectively, economically, efficiently and in accordance with the law, their controls are made, the records are kept properly by the movable registration and control officer and the prepared Management Account is given,

-To act in accordance with the saving principles and to audit their compliance.

**Deputy Director of the Institute**

Assistant principals are selected by the Director from among the teaching staff to assist her in her studies and are appointed for a maximum of three years. The principal may change his assistants when she deems it necessary. When the manager's tenure ends, the responsibilities of his deputies also end. In addition, they assist the Director in their work in order to carry out all the activities necessary to realize the education and training in line with the vision and mission of the Institute in accordance with the principles of effectiveness and efficiency.

Duties and Responsibilities

-To deputize when the manager is not on duty,

- Attending meetings as a member of the Institute's Board of Directors,

- To perform the duties assigned by the relevant laws and regulations,

-To ensure that necessary studies are carried out in order to determine the policies and strategies of the Institute,

- Participating in meetings and seminars related to the Institute,

-Assisting the preparation of the institute's strategic plan, annual administrative activity reports and internal control compliance action plan,

-To carry out the Internal Audit Unit Responsibility procedures of the Institute,

-To carry out the work of the Institute on occupational safety, occupational health and risk assessment,

- To carry out the tasks determined by the Director of the Institute.

**Institute Secretary**

Duties and Responsibilities

-Ensuring the fulfillment of the duties assigned by the Director of the Institute within the framework of laws, regulations and principles,

-To ensure the communication between the management and the unit, the works to be carried out by the unit; To ensure that it is done in a timely and complete manner within the scope of laws, statutes, regulations and other legislation,

-Preparing the agenda of the Institute Board and the Institute Administrative Board together with the Institute Director,

-To serve as a rapporteur in the Institute Board of Directors and the Institute Board, to ensure that the board decisions are written,

- To prepare the annual Administrative Activity Reports,

-Ensuring that documents and annexes coming from inside and outside the institution are submitted to the remittance approval, to be directed within the unit,

- To ensure that the extension of the term of office of academic staff is carried out,

-To ensure that the support services of the Institute are provided and their needs are met,

- To ensure that the works in the field of financial affairs are carried out and to ensure that transactions are carried out as an accrual supervisor,

- To monitor, coordinate and evaluate the work of the administrative, technical and auxiliary services of the Institute,

- Ensuring that internal and external correspondences are made on time and regularly,

- To carry out the necessary inspection-supervision by ensuring the division of labor between the administrative and auxiliary services personnel,

- Arranging the permissions of the administrative staff in a way that will not disrupt the work flow processes,

-To coordinate and carry out personnel (personnel rights, academic staff recruitment, extension of time, administrative investigation, etc.),

-To create a unit archive within the Institute, to determine the responsible person, to ensure the archive order and to ensure that all kinds of documents belonging to the past period are archived in accordance with the archive regulations.

**Officer (Administrative Staff)**

Duties and Responsibilities

-To carry out the duties assigned to him in the fields of service of the unit he is employed, within the framework of the provisions of the law, statute, regulation and other legislation,

-Performing duties assigned by their superiors