

INSTITUTIONAL INFORMATION/DATA MANAGEMENT WORKFLOW

 DOCUMENT NO:
 UPDATE DATE:
 UPDATE NO:

 İEÜ.KVYA.İA.001
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JOB DESCRIPTION / RESPONSIBLE	RELEVANT BASIS	PROCESS FLOW	ARCHIVES KEPT	INFO DISTRIBUTION
Receipt of information/data request		Information/data requests of internal or external stakeholders are sent to KVYA via e-mail or our university's		
Internal/External stakeholders				
Filling the assignment table by determining the relevant units of the data KVYA employee	V	The relevant units for the requested information/data are determined and the Assignment Table is filled in	Assignment Table	
Submitted for supervisor approval KVYA employee/ Superintendent		Have unit mappings been approved?		
Data/information request and assignment table are sent to all relevant units. KVYA employee		The data/information request is sent to the attention of the senior supervisor of the relevant units with	Data/ information request	All related departments
The content of the Assignment Table from the units is checked.		The content of the Assignment Table from the units is checked		
KVYA employee				

Prepared by:	Approved by:



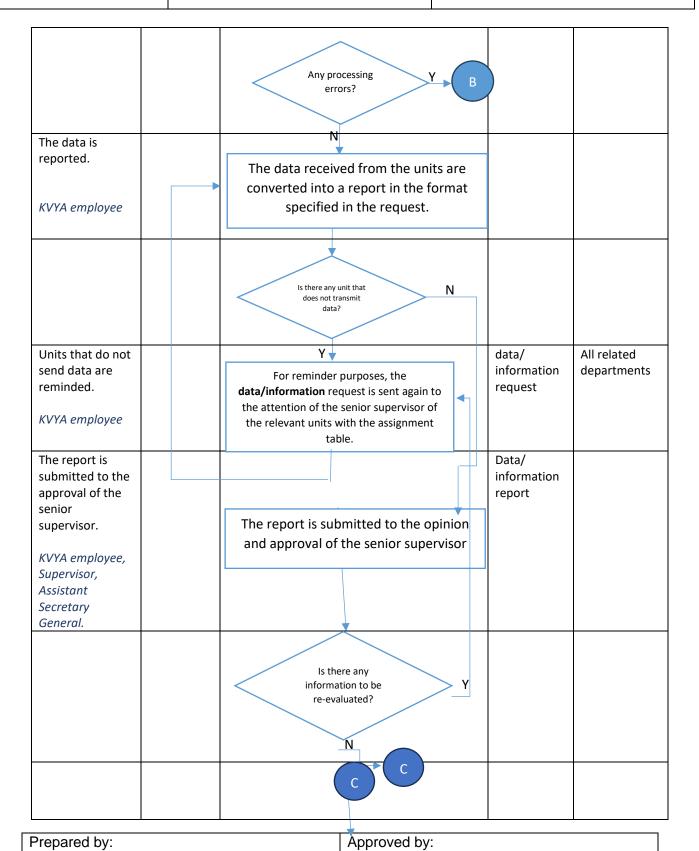
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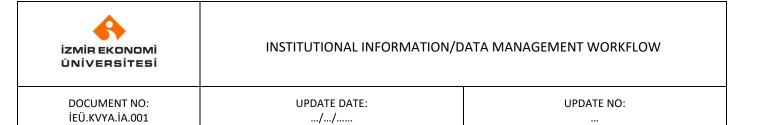
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A cover letter is prepared. KVYA employee	The cover letter of the finalized report is prepared.	Cover letter prepared in DYS regarding the report
A cover letter and report are sent by e-mail or KEP KVYA employee, Deputy Secretary General, Vice Rector, Rector	The cover letter is sent to the relevant authority together with the report.	
Archiving procedure KVYA employee	The process ends when the records are archived both on the computer and on the fileserver.	

Prepared by:	Approved by: