T.C.
KARADENIZ TECHNICAL UNIVERSITY
Of Faculty of Technology, Electronics and Communication
Engineering Department
OFTF

DEPARTMENT COMMITTEES

January 2026

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Department Committees and Duties (14.01.2026)

Committees	Committee Duties	Working Group
Education–Teaching Committee	*Prepare undergraduate course schedules at each semester start *Prepare the midterm, final, make-up and graduation exam schedules each academic semester *Monitor repetitions in course contents and make recommendations to reduce them. *Follow current developments to improve quality in education and teaching activities and share them in the committee *Examine the undergraduate education programs of universities in terms of legislation and academic practices *Give opinions on new courses proposed to be opened in the curricula, the closure of an existing course, changes to be made in existing courses (name, code, content, credit, etc.) or the restructuring of course status (compulsory/elective, etc.) *When discussing agenda items, if necessary, obtain the opinions and suggestions of the relevant department and other staff *Cooperate with relevant internal and external committees when necessary *Examine education and teaching matters referred by the Dean's Office or the Faculty Board under the leadership of the committee chair and give opinions *Collect and archive the exam documents of each semester at the end of each semester *Perform the duties assigned by the committee chair.	Assoc. Prof. Dr. Canan AKSOY–(Chair) Assoc. Prof. Dr. Esma ULUTAŞ–(Member) Assoc. Prof. Dr. Ömer KASAR–(Member) Asst. Prof. Dr. Emin TUĞCU–(Member) Asst. Prof. Dr. Erhan SESLİ–(Member) Asst. Prof. Dr. Ahmet ÖZMEN Asst. Prof. Dr. Hamed SHAMSİ Res. Asst. Ahmet ÇİL–(Member) Res. Asst. Ural AKINCIOĞLU (Member) Res. Asst. M. Emin KOBYA–(Member) Res. Asst. Serkan VELA–(Member) Res. Asst. Nuğman SAĞIR–(Member)
Quality Committee	*In line with the university's strategic plan and goals, to determine unit indicators in accordance with internal and external quality assurance for evaluating and improving the quality of the units' education, teaching and research activities and administrative–management services, and to submit reports/information/documents containing these studies to the University Quality Committee *Oversee the operation of the university's quality assurance system in the unit, determine Unit indicators and carry out the work to be done in this scope in line with the principles set by the University Quality Committee *Prepare reports/information/documents containing the quality of the unit's education–teaching and research activities and administrative services and the results of quality improvement work, send them to the University Quality Committee and share them with the public on the Unit web page *Monitor the application to Unit activities of the work submitted by the University Quality Committee for Senate approval *Make the necessary preparations for the internal and external evaluation process *Announce the decisions of the Quality Committee to the sub-units of the relevant unit, contribute to their implementation and monitor their results *Plan the training and activities needed to develop a quality culture in our Department *Carry out other work deemed necessary by the Quality Committee.	Asst. Prof. Dr. Ahmet ÖZMEN–(Chair) Assoc. Prof. Dr. Ömer KASAR–(Member) Res. Asst. Ural AKINCIOĞLU–(Member) Res. Asst. Ahmet ÇİL–(Member) Res. Asst. Serkan VELA–(Member) Res. Asst. Nuğman SAĞIR–(Member) Res. Asst. M. Emin KOBYA–(Member)
Strategic Plan and Annual Activity Report Preparation Committee	*Conduct, monitor and evaluate all activities related to the strategic plan and annual activity report * Enter data into the system online	Assoc. Prof. Dr. Esma ULUTAŞ–(Chair) Assoc. Prof. Dr. Ömer KASAR –(Member) Res. Asst. Serkan VELA–(Member) Res. Asst. Nuğman SAĞIR–(Member)

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Risk Assessment Committee	*Reduce risks within the Department and, within the scope of the risks identified that may be encountered in the service delivery process, carry out risk assessment and present appropriate solution proposals.	Asst. Prof. Dr. Hamed SHAMSI– (Chair) Res. Asst. Ural AKINCIOĞLU–(Member) Res. Asst. Ahmet ÇİL–(Member)

	*Prepare an Occupational Health and Safety report twice a year, in June and December, pursuant to Law No. 6331 and related legislation.	
Occupational Health & Safety Committee	*Ensure the effectiveness, continuity and implementation of the measures and improvement activities that can be taken to keep all foreseeable hazards that may harm all employees serving in our Department at an acceptable level.	Asst. Prof. Dr. Hamed SHAMSI (Chair) Res. Asst. Ural AKINCIOĞLU–(Member) Res. Asst. Ahmet Çil-(Member)
Adaptation Committee	*Handle adaptation and course exemptions of horizontal and vertical transfer students *For students who wish, after registration, to have courses they passed at a higher education institution they previously attended counted in place of equivalent courses in our department: check class adaptation and course exemptions *Handle the adaptation of students who come through amnesty laws	Asst. Prof. Dr. Erhan SESLİ–(Chair) Assoc. Prof. Dr. Canan AKSOY-(Member) Asst. Prof. Dr. Ahmet ÖZMEN-(Member)
Internship Committee	*Determine the internship calendar *Determine internship principles and procedures *Approve and announce student internship placements *Monitor and supervise internship practices *To increase internship opportunities for the Department's students, stay in contact with public institutions and organizations, collect information on intern student quotas and internship opportunities, and announce this information within the department *Conduct a survey to learn the wishes and needs of institutions and organizations that will provide internship opportunities, and, based on the survey results and the interviews obtained, compile the necessary proposals for improving internship opportunities into a report *Store all information on interning students and internship sites in a database for later use in statistical studies and document preparation *To monitor the quality of internships and compliance with rules during the internship, contact companies and establish and operate the necessary supervision mechanism *Prepare internship survey forms and monitor their implementation	Assoc. Prof. Dr. Ömer KASAR – (Chair) Res. Asst. Ural AKINCIOĞLU–(Member) Res. Asst. Ahmet ÇİL–(Member) Res. Asst. Nuğman SAĞIR–(Member)
Workplace Training Committee	*Identify the enterprises where workplace training will be provided and take the necessary initiatives to sign protocols with these workplaces *Distribute students to workplace training sites *Determine the scope of the daily, weekly and monthly work activities students will prepare during workplace training and the content of the workplace training file, and announce them to students *Meet before the start of the fall semester of each academic year and make preparations for that semester *Perform the duties to be determined by the workplace training implementation board of the faculty to which they are affiliated *Take the necessary measures to ensure workplace training is carried out regularly in accordance with the regulation, directive procedures and provisions *Resolve the problems and shortcomings that may arise regarding workplace training, and refer unresolved issues to the faculty workplace training implementation board *Determine students' workplace training success by evaluating the workplace training evaluation forms and workplace training reports of students doing workplace training	Asst. Prof. Dr. Emin TUĞCU –(Chair) Res. Asst. Serkan VELA–(Member) Res. Asst. M. Emin KOBYA–(Member)

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Records Disposal Committee	*Separate materials that are not needed for future use or retention, that are outside archive material and archival material, and that have lost their legal value and their quality as evidence, and destroy them according to the procedures and principles specified in the regulation.	Asst. Prof. Dr. Emin TUĞCU–(Chair) Res. Asst. Serkan VELA– (Member)
Dept. Promotion, Social and Cultural Activities Committee	*Carry out work and preparations to represent the Department most effectively in the Promotion Days organized at the start of each academic year across the University and Faculty for students and parents *Prepare brochures and booklets for promoting the Department and keep them up to date *Organize events for newly arriving students that introduce the Department and the profession and foster bonding between students and instructors *Design and update the Department's promotional logo and web page in line with accreditation requirements *Represent the department in other committees or working groups serving within the Faculty or University on the promotion of departments *Handle technical trips, sports activities and graduation events and submit the data *Organize meetings and technical trips to bring graduates together	Assoc. Prof. Dr. Canan AKSOY–(Chair) Asst. Prof. Dr. Erhan SESLİ–(Member) Res. Asst. Nuğman SAĞIR–(Member) Res. Asst. M. Emin KOBYA–(Member)
Exchange Program Coordinators	*Bologna, Erasmus, Farabi, Socrates, Mevlana programs Carry out the work and procedures necessary to ensure that services are delivered at the highest level	Assoc. Prof. Dr. Canan AKSOY –(Chair) Assoc. Prof. Dr. Esma ULUTAŞ –(Member) Res. Asst. Nuğman SAĞIR– (Member) Res. Asst. M. Emin KOBYA–(Member)
Zero Waste Committee	*Establishing an inventory of all inputs that may have waste potential so that the waste mass balance can be created *Establishing the waste inventory *Establishing the management system, process and instructions for all inputs and wastes with waste potential *Organizing training and information meetings at the unit level *Ensuring wastes are collected and disposed of in compliance with legislation *Preparing waste management plans *When necessary, providing information, technical support and, on request, consultancy services to the university's top management and Units on wastes and their management *Collecting waste records and waste declaration forms from the units, archiving and monitoring them *Monitoring changes in the relevant laws and regulations and putting them into practice	Assoc. Prof. Dr. Esma ULUTAŞ–(Chair) Res. Asst. Nuğman SAĞIR– (Member) Umut GEDİK–(Member)
Department Web Officer	*Updating the department web page and making announcements	Assoc. Prof. Dr. Ömer KASAR – (Chair) Res. Asst. Serkan VELA–(Member)

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Assoc. Prof. Dr. Canan AKSOY
Head of Department

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