
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
Directive of
Health, Culture and Sports Department Social Facility

FIRST PART
General Provisions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to determine the management of Nevşehir Hacı Bektaş Veli University Social Facility, the procedures and principles of utilization and other issues related to implementation.

Scope

ARTICLE 2 - (1) This Directive covers the need for temporary accommodation and Ürgüp Sebhat and Erol Toksöz, under favorable economic conditions, during their stay in Nevşehir due to their duty, with the priority of students, staff, family members of Nevşehir Hacı Bektaş Veli University. It also covers the procedures and principles, management principles, general provisions of the Social Facility, which is put into service in order to meet the educational and practical needs of the students of the Vocational School, the issues to be followed by those who will stay in the Social Facility, financial issues and various provisions.

Basis

ARTICLE 3 - (1) This Directive is prepared on the basis of the 47th article of the Higher Education Law dated 06.11.1981 and numbered 2547, The Implementation Regulation of the Higher Education Institutions Medico-Social, Health, Culture and Sports Department, published in the Official Gazette dated 03/02/1984 and numbered 18301, Article 191 of the Civil Servants Law No. 657 of 14/07/1965 and Article 32 of the Decree Law No. 124 on the Administrative Organization of Higher Education Supreme Bodies and Higher Education Institutions dated 21/11/1983.

Definitions

ARTICLE 4 - (1) In this Directive following definitions are used;

- a) Department: Nevşehir Hacı Bektaş Veli University Health, Culture and Sports Department,
- b) Secretary General: Nevşehir Hacı Bektaş Veli University Secretary General,
- c) Public Personnel: Personnel working in public institutions other than Nevşehir Hacı Bektaş Veli University,
- ç) Vocational School: Ürgüp Sebhat and Erol Toksöz Vocational School,
- d) Guest: People who use the Facility,
- e) Student: Nevşehir Hacı Bektaş Veli University students,
- f) Personnel: Personnel from Nevşehir Hacı Bektaş Veli University,
- g) Rector: The Rector of Nevşehir Hacı Bektaş Veli University,
- ğ) Rectorate: Rectorate of Nevşehir Hacı Bektaş Veli University,
- h) Social Facility: Nevşehir Hacı Bektaş Veli University Ürgüp Sebhat and Erol Toksöz Practice Hotel,

- 1) Facility Director: Personnel assigned by the Department,
- i) University: Nevşehir Hacı Bektaş Veli University,
- j) Board of Directors: Nevşehir Hacı Bektaş Veli University Board of Directors,

SECOND PART

Management Principles

Management

ARTICLE 5 - (1) Transactions regarding the management of the Social Facility are carried out by the Department in accordance with the procedures and principles stipulated in this Directive.

Facility Director

ARTICLE 6 - (1) Facility Director is the Branch Director to be appointed upon the proposal of the Head of Department and the approval of the Rector.

(2) The Branch Director assigned at the facility takes the necessary precautions for the facility to provide the best service and ensures that the services are carried out without interruption by dividing the work between the employees.

Staff

ARTICLE 7 - (1) The personnel requirement of the Social Facility is determined by the Department by taking into account the duties, authorities and responsibilities of the personnel to be employed, capacity and services to be provided.

(2) The staff working in the Social Facility provides service in 5 (five) main departments: front desk (reception), food and beverage (kitchen and restaurant), technical service, housekeeping and laundry. The duties, responsibilities and working patterns of these personnel are determined by the Department.

Working hours

ARTICLE 8 - (1) The weekly working period of the personnel employed as public personnel is 40 (forty) hours. This period is arranged including 2 (two) days off per week, which will be determined according to the intensity of the work.

(2) The weekly working time of other employed personnel (employees with worker status) is maximum 45 (forty-five) hours. This period is arranged including 1 (one) day off per week, which will be determined according to the workload.

(3) The starting and ending times of the daily work and the lunch break period are arranged by the Head of Department according to the workload and service requirements.

Registration, approval and storage of registration and forms

ARTICLE 9 - (1) Documents required in accordance with this Directive are kept, monitored and kept by the Department.

(2) Income and expense documents are printed or provided as serial and sequence numbers as stipulated in the legislation.

(3) Income and expenses are recorded daily in the notebooks and documents whose pages are sealed and approved by the Department at the beginning of each fiscal year.

(4) Department keeps track of the notebooks and documents by ensuring that they are prepared on time and in accordance with the procedure.

Fixture material

ARTICLE 10 - (1) The procurement of durable movables and consumable materials to be used in the Social Facility and the movable account are provided by the Department in accordance with the principles of the current legislation and used within the principles of the Movable Property Regulation.

Records to be saved and forms to be used

ARTICLE 11 - (1) In the Social Facility;

- a) Software programs (Accommodation Certificate, Guest Registry, Turkish National Police Identity Notification System),
- b) Reservation Form,
- c) Document Debit Book,
- ç) Incoming and Outgoing Document Registry,
- d) Collection Receipt,
- e) Accounting Officer Fiduciary Cash Book,
- f) Records of the Accounting Officer Fiduciary Receipt Document and other documents and forms requested by the Rectorate are kept.

THIRD PART

Utilization Procedures and Principles

People who will benefit from the Social Facility

ARTICLE 12 - (1) From the Social Facility;

- a) University student, employee or retired staff and their spouses, children, descendants and ancestors,
- b) Public personnel, local and foreign teaching staff, students, researchers, administrators, who are in the University for a short time to participate in the education and research activities of the University or make official contacts,
- c) Other visitors whose temporary accommodation needs are deemed appropriate by the General Secretariat, can benefit.

Ways of utilization and length of stay

ARTICLE 13 - (1) Accommodation periods are applied as follows:

- a) The Social Facility can be used for 15 (fifteen) days at most, except for short-term temporary duties, seminars, congresses, sports events and natural disasters.
- b) With the written permission of the Secretary General, the utilization period of the facility may be extended by taking into account the occupancy rate and the pre-planned activities.

Documents to be submitted

ARTICLE 14 - (1) The guests are assigned to submit the officer;

- a) The Republic of Turkey Identity Card / valid passport,
- b) Institution identity card (Public Personnel),
- c) Employment document (if any),
- ç) If accompanied by spouses and children; Republic of Turkey Identity Card / valid passports should be submitted.

Practice and internship

ARTICLE 15 - (1) The Directorate notifies the Department about the education and application programs of the students.

(2) Students can do internship and practical training at the facility with the protocol signed between the Head of Department and the Directorate.

Fee determination and announcement

ARTICLE 16 - (1) The facility fees are determined by the Board of Directors in accordance with the principles of the "Communiqué on Public Social Facilities" published by the Ministry of Treasury and Finance every year, and the fees to be collected are announced.

FOURTH PART

Social Facility Rules

Rules to be obeyed by those staying in the social facility

ARTICLE 17 - (1) Those who benefit from the Social Facility must abide by the following rules:

a) The persons who are accepted in the Social Facility and their accompanying persons submit their identities and fill in their names and surnames, job titles, accommodation periods accurately and completely, and deliver them to the officer.

b) Persons staying in the Social Facility and their associates cannot behave to disturb others during their stay at the facility.

c) Visitors are not allowed in the rooms, visitors can be interviewed in the lobby and garden.

ç) Room key or card cannot be given to others and the room cannot be transferred to another person.

d) Rooms and beds cannot be changed without the permission and knowledge of the Social Facility manager, and fixtures and fittings are used with care.

e) Those who benefit from the Social Facility must comply with the measures taken by the administration for the general cleaning of the facility.

f) Employees are not intervened in performing the service requirements.

g) Tools and equipment in the Social Facility are not used for private business and purposes.

ğ) It is forbidden to consume alcohol in the whole Social Facility and tobacco products in closed parts.

h) It is forbidden to bring any kind of food and beverage from outside to the Social Facility.

ı) Those benefiting from the Social Facility are obliged to compensate the damage arising from the defective use of the fixtures delivered to them and all the materials in the public places according to their current value.

i) It is forbidden to bring animals (cats, dogs, etc.) to the Social Facility.

(2) The rules to be obeyed by those staying in the Social Facility are determined in detail by the Department and hanged in the necessary places.

(3) Persons with money and valuable documents, jewelry and similar items are responsible for the preservation of these items.

(4) Guests who do not comply with the rules stated in the above articles are warned by the Social Facility Manager, a report is drawn up about the guests who do not take the warnings into consideration, and the issue is notified to the Secretary General by the Department. If the

person concerned is deemed objectionable by the General Secretary to stay in the Social Facility, he / she is dismissed from the Social Facility under the supervision of the security officer and if necessary legal action is initiated. If people who do not comply with these rules are from outside the University, the relevant violations of the rules are also reported to the institutions they work with.

FIFTH SECTION Financial Provisions

Collection and use of fees

ARTICLE 18 - (1) Regardless of duty and title, no person can benefit from the Social Facility without paying the rate. The fees determined for the Social Facility are collected in advance.

(2) Those staying in the Social Facility pay a fee for all days, including weekends and holidays, when they do not cut accounts,

(3) Rooms are completely evacuated before the calculation is made.

(4) Received from those staying at the Social Facility over the tariff / collection receipt, etc. Fees (accommodation fees) collected with the help of the Strategy Development Department are deposited into the bank account or cashier of the Department. The revenues collected are the operation, maintenance, repair, cleaning, purchase of goods and materials of the facility. In order to meet the expenses, an allowance is recorded by the Strategy Development Department in line with the request of the Department.

(5) Expenses to be made for the Social Facility are made in accordance with the Public Procurement Law No. 4734 published in the Official Gazette No. 24218 dated 22/01/2002.

(6) The monetary limits and rates published by the General Directorate of Accounts of the Ministry of Treasury and Finance shall apply to the time and limits regarding the deposit of the collections made by the accounting officer trustees.

(7) Social Facility accounts are inspected by the University Internal Audit Unit until the end of February every year. The report to be prepared as a result of the examination is submitted to the Rector's Office.

Use of food and other services

ARTICLE 19 - (1) Those staying at the facility can benefit from meals and other services by paying the fee.

SIXTH SECTION Miscellaneous Provisions

Leaving the Social Facility

ARTICLE 20 - (1) Guests must complete the check-out procedures by applying to the Social Facility staff at 12:00 at the end of their stay.

(2) An additional day will be collected for the rooms that are charged after 12:00.

(3) Guests are obliged to deliver their room key or card and vacate their rooms while making a calculation. The rooms of the guests who have made the check-out process but do not hand over their keys or cards and who do not vacate their rooms are emptied by the personnel on duty by arranging a furniture report under the supervision of the security officer.

Cleaning of the rooms

ARTICLE 21 - (1) The rooms in use are cleaned daily.

(2) When the rooms are emptied, they are cleaned and sheets, towels, etc. the furnishings are changed and the room is made ready for the new guest.

(3) In cases where the rooms are occupied, the room cannot be entered and cleaned without the permission of the rest of the room.

Complaints of the guests

ARTICLE 22 - (1) Complaints about the Social Facility are notified to the staff or to the Department, verbally or in writing.

Other matters

ARTICLE 23 - (1) The principles regarding the application to be made regarding the matters not included in this Directive are determined by the Rectorate, not contrary to the current legislation and this Directive.

Responsibility

ARTICLE 24 - (1) Nevşehir Hacı Bektaş Veli University Rectorate is responsible for the administration of the Social Facility.

Force

ARTICLE 25 - (1) This Directive takes effect on the date it is accepted by the Senate of Nevşehir Hacı Bektaş Veli University.

Executive

ARTICLE 26 - (1) The provisions of this Directive are executed by the Rector of Nevşehir Hacı Bektaş Veli University.