

**T.R.**

**NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY**

**DIRECTIVE OF THE INFORMATION PRODUCTS DETECTION AND  
EVALUATION COMMISSION**

**PART I**

**Aim, Scope, Basis and Definitions of Terms**

**Aim**

**ARTICLE 1-** This Directive has been prepared in order to regulate the procedures and principles regarding the duties and activities of the IT Products Detection and Evaluation Commission which was established to ensure the effective and efficient use of the IT products of Nevşehir Hacı Bektaş Veli University in accordance with the budget and use, and to carry out the business and transactions that determine the purchasing and operating standards of the necessary information products in line with the possibilities.

**Scope**

**ARTICLE 2-** This Directive covers all the information resources of Nevşehir Hacı Bektaş Veli University and the information products to be purchased, all the staff and students of the University, and the real and legal persons who use the information resources of the University for any reason.

**Basis**

**ARTICLE 3-** This Directive has been drawn up on the basis of the Article 13/b-1 of the Higher Education Act 2547 dated 4/11/1981 and the subclause g of the Article 5 of the Public Financial Management and Control Act 5018 dated 24/12/2003 and the Article 32 of the same Act.

**Definitions of Terms**

**ARTICLE 4-** Wherever the following terms appear in this document, they shall be taken to refer to:

- a) Chairman: The head of Information Technologies Products Detection and Evaluation Commission,
- b) ITD: Information Technologies Department,
- c) Information technologies Products: IT products such as software / program, computer, smart board, projector, printer, scanner, network switching devices, ip telephone,
- d) Units: Academic and administrative units that use information resources of Nevşehir Hacı Bektaş Veli University and/or put them into service,
- e) Commission: IT Products Detection and Evaluation Commission,
- f) Rector: Rector of Nevşehir Hacı Bektaş Veli University,

- g) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- h) University: Nevşehir Hacı Bektaş Veli University,
- i) Member: IT Products Detection and Evaluation Commission Member.

## **PART II**

### **Members of the Commission and Their Duties**

#### **Members of the Commission and Term of Office**

**ARTICLE 5-** (1) The Commission consists of 4 (four) administrative executive members (Secretary General / Deputy Secretary General, Head of Administrative and Financial Affairs, Head of Strategy Development Department, Head of Information Technology Department) and at least 2 (two) expert members under the chairmanship of the Vice Rector responsible for the Information Technology Department to be appointed by the Rector.

**ARTICLE 6-** (1) The term of office of the commission members is limited to their own term, excluding senior members. If there is a change of position in any of the relevant authorities, the person appointed is deemed to have been appointed as a member of the Commission. The term of office of senior members is limited to 3 (three) years and they can be re-elected by the Chairman.

#### **Duties, Authorities and Responsibilities of the Chairman and the Commission**

**ARTICLE 7-** (1) The duties, authorities and responsibilities of the chairman are as follows:

- a) To Manage and represent the commission,
  - b) To depute one of the commission members in case of not being able to attend the meeting,
  - c) To set the agenda of the commission,
  - d) To distribute the duties,
  - e) To present the decisions taken to the Rectorate.
- (2)The duties, authorities and responsibilities of the commission are as follows:
- a) To work on the formation of the university's IT policies,
  - b) To make a proposal to the Rector to take the measures she deems appropriate in order to ensure efficient use of IT products within the University when necessary,
  - c) To make proposals for the creation of regulations, directives and instructions related to informatics, to review the existing ones and to rearrange them if necessary,
  - d) To consult relevant units for corporate projects to be developed in the field of informatics,
  - e) To evaluate the purchases of information products foreseen in demand and need by taking the criteria such as the unit's current information inventory, number of personnel, classrooms, and the number of students into account.
  - f) To decide on transfer transactions between units for the efficient use of information products in the university inventory,

- g) To take the decision of combining the demands of the information products of the units with the needs of other units,
- h) If deemed necessary, to invite a person authorized by the unit requesting information products to give detailed information about the requested product,
- i) To determine a schedule for determining and updating the demands of IT products and to make decisions about needs and updates that arise outside the calendar,
- j) To prepare reports on maintenance, repair agreements or license renewal agreements for IT products and making decisions in line with these reports,
- k) To decide which budget resource to use in order to purchase the information products that are decided to be purchased,
- l) Administrative, correspondence and filing works of the commission are carried out by the ITD.

### **The Form and the Time of the Sessions**

**ARTICLE 8-** (1) The commission meets at least 2 (two) times a year. The chairman can convene the commission for an extraordinary meeting when necessary.

(2) The quorum for decision is the absolute majority of the total number of members. Decisions are taken by open voting.

(3) It is essential that the chairman and members attend the meetings regularly, except for their excuses. Members who do not attend the meetings for 2 (two) consecutive times without an excuse lose their membership.

## **PART III**

### **Right, Form and Time of Request for IT Products**

#### **Right of Request for IT Products**

**ARTICLE 9-** (1) Academic and administrative units of the university can demand IT products.

(2) If the university infrastructure will be used in the purchase or use of the information products needed in the projects, or if there will be a request for technical support, the project coordinator requests opinion and permission from the Commission during the purchase of these products.

#### **Form and Time of Demand for IT Products**

**ARTICLE 10-** (1) The units determine their needs and submit their requests to the ITD with their justifications 2 (two) times in March and September with an official letter.

(2) The commission may have requests from the units to determine the needs when deemed necessary.

## **PART IV**

### **Miscellaneous Provisions**

#### **The Use of Purchased and Available IT Products**

**ARTICLE 11-** (1) The IT materials taken to the office and put into use are left in the office at the end of their term of office.

(2) It is essential that the relocated personnel work in the new duty unit with the computer that is used and embezzled. If a computer is allocated in the place where the personnel is assigned, the computer is sent to the ITD to be distributed to the units in need.

(3) Each staff member has the right to one computer. Supervisors with administrative duties use IT products belonging to the authority for their positions.

(4) For academic and administrative staff working in a few places, laptops can be given instead of desktop computers if deemed appropriate by the commission.

**ARTICLE 12-** (1) The units meet the spare parts and consumables of the IT products (printer toner, drum, computer power supply, RAM, hard disk, projection device wiring, lamp, etc.) from their own budgets without the need for commission.

**ARTICLE 13-** (1) In the delivery of information materials made between units, it is obligatory to take action in accordance with the provisions of the Movable Goods Regulation No. 11545.

**ARTICLE 14-** (1) Units cannot keep unused or defective IT products in their warehouses. The procedure of scrapping of IT products that cannot be rectified are carried out based on the report to be prepared by the ITD.

**ARTICLE 15-** (1) It is mandatory to have ITD labels on IT products.

**ARTICLE 16-** (1) In case of encountering a situation not foreseen in this directive regarding the convening, duties and authorities of the commission, the decision of the commission with absolute majority is applied.

#### **Validity**

**ARTICLE 17-** (1) This regulation came into force as it was approved by the Senate.

#### **Implementation**

**ARTICLE 18-** (1) The provisions of this regulation are implemented by the Rector of the Nevşehir Hacı Bektaş Veli University.