

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION SCIENTIFIC AND SOCIAL EVENTS COMMISSION JOB DESCRIPTION FORM	Document No	ISL-GT-010
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Duty
Scientific and Social Events Commission: It is responsible for planning, organizing, and managing the scientific, cultural, and social events of the department; organizing seminars, conferences, workshops, and social events in order to contribute to the academic development and social participation of the students.
Superior
Department Head
Proxy
Faculty Members
Qualifications
- Mastering the relevant legislation. - Mastering academic and sectoral developments related to the field.
Relevant Legislation
Duties and Responsibilities
- To plan, organize the scientific, cultural, and social events of the department and provide the necessary logistical and administrative support for their successful realization. - To organize seminars, conferences, and workshops in order to contribute to the academic development of students, and to align the contents of these events with academic and sectoral developments. - To organize cultural and social events in order to increase the social participation of students, and to manage community building and social bond strengthening activities within the department. - To collaborate with internal stakeholders (students, academic staff) and external stakeholders (sector representatives, other universities) and develop joint event projects in order to increase the success of the events. - To ensure the evaluation of the organized events by receiving feedback from students and participants, and to develop suggestions to increase the quality of the events.
Duties and Responsibilities within the Scope of QMS (Quality Management System)
- To adopt the Mission, Vision, and Quality Policy of the University, act accordingly, and ensure that actions are taken accordingly in its unit, - To determine unit quality targets and carry out its share of work to achieve them, and to contribute on behalf of the unit to the activities carried out within the scope of QMS studies. - To ensure that actions are taken in accordance with BANÜ QMS documents while carrying out its activities and to provide the relevant coordination regarding records, - To contribute to the fulfillment of corrective and preventive actions to be carried out in its unit within the scope of QMS, - To share improvement suggestions related to its work with the Quality Coordinatorship, - To contribute on behalf of the unit to the activities carried out within the scope of QMS studies.
Powers and Authorities

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