

Unit of:	Information Technologies Department			
Sub-Unit:	Technical services			
Sensitive Tasks	Sensitive Staff	Risk level	Instead of Duty Result of not being	Procedure (Precautions or Controls to be Taken)
Related legislation and laws Within the framework of the University's information technology infrastructure processes and network security regulation, development of healthy and continuous operation.	Ebubekir BAŞ Semih GENÇAY Süleyman YILDIZ Şaban YENİKÖSE	High	The risk of causing disruption to university activities, public damage and loss of university reputation.	1-Any technical problem that may occur in the servers is fast somehow resolved, 2-Our university's internet service is constantly active ensuring that it remains in a state, 3-WEB, FTP, DNS, e-mail, etc. belonging to our university. management of servers and Active Network devices, 4-Managing the virtualization system. 5-Ensuring control and security of email accounts, 6-Projecting of network infrastructures of new buildings, 7-Elimination of malfunctions occurring in Internet services, 8-Establishing wireless internet access areas, controlling the devices here and ensuring that the wireless internet access service is constantly active, 9-Installation and implementation of the IP phone system, 10-Web & Ftp users control, follow-up and providing technical support, 11-Taking backups of active servers in the virtualization system at least 24 hours intervals, 12-Required security policies on Firewall to implement and ensure its sustainability.

University needs writing programs, preparing web pages of our university and providing technical support related to them, maintenance, repair, updates, security, etc. of the servers related to the software. conducting their management.	Hüseyin ŞAHİNER Ayşe DOĞRU Selman GÖKTAŞ Selçuk KARAĞAÇ Telat KAYA Nazlı KOYMAT	High		1-University needs and management is appropriate writing the automation software it sees, 2-Preparation and updating of the web page and unit pages of our university, 3-Maintenance, repair, updates, security of servers related to software, etc. execution of their management.
Identifying, producing or purchasing the software needed by the university.	Sadettin DOĞRU Aydın ÇALIŞKAN Nazlı KOYMAT Yasin ŞENTÜRK Selcen ÇELENKOĞLU	High	The risk of causing disruption to the university's activities, public damage, or damage to the University's reputation.	1-Tracking software renewal and to be done within the period, 2-Resolving problems related to the use of EBYS without delay.
To perform maintenance and repair works at our university units without delay and to provide technical support in informatics.	Hasan ERSÖNMEZ Ahmet SARICAN Yasin ŞENTÜRK Cihan MARAZ Serhat ACAR	Middle	The disruption of the university's activities.	1- All kinds of maintenance of existing computer hardware carrying out repair and service services, 2-Preparing and installing technical equipment to be used in activities and activities to be organized in general, 3-Consulting the establishment of the computer infrastructure of the institution, carrying out the works related to the purchase of the necessary equipment and devices, 4-Following the warranty and maintenance contracts of the computers and other peripherals used in the units and ensuring coordination, 5-Antivirus system monitoring and management. 6-Providing technical service support to computers in computer laboratories, 7- Detection, installation and installation of licensed software to be installed on user computers, checking 3rd party software, if any, and preventing damage to the overall system.

Responsible Unit Supervisor
Selcen ÇELENKOĞLU
Branch Manager D.

Confirming
Osman ÇİVİTCİOĞLU
Head of Partment