	GRADUATE TRACKING COMMITTEE WORKFLOW	Document No	
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		Revision Date	
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Workflow Steps	Responsible Party	Related Documents
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Each year, a survey link prepared in accordance with the program learning outcomes is shared in the WhatsApp group consisting of graduates. / Each year, a survey link prepared in line with our educational objectives is shared in the WhatsApp group of graduates.	Graduate Tracking Committe	Survey Link https://docs.google.com/forms
Graduates are requested to share the survey link with their supervisors or authorized personnel at the institutions where they are employed. / A designated period is provided for all graduates in the group to complete the survey, and reminders are sent to the graduates during this period.	Graduates and the supervisors and authorized officials of the institutions where they are employed	WhatsApp / E-mail Application
Graduates are given a designated period to complete the survey link, and reminders are sent to them during this period.		
Feedback received from external stakeholders is reviewed and discussed by the Graduate Tracking Committee in the form of a report.	Graduate Tracking Committee	Graduate Relations Report
The deficiencies identified in the reports are discussed during the meeting, and a PDCA cycle is initiated to address these deficiencies.	Graduate Tracking Committee	Meeting Minutes
The meeting minutes and the report are submitted to the Department Chair via the Electronic Document Management System (EDMS).	Department Chair	EDMS

Prepared by	System Approval	Approval for Implementation
Committee Members	Department Board	Department Chair