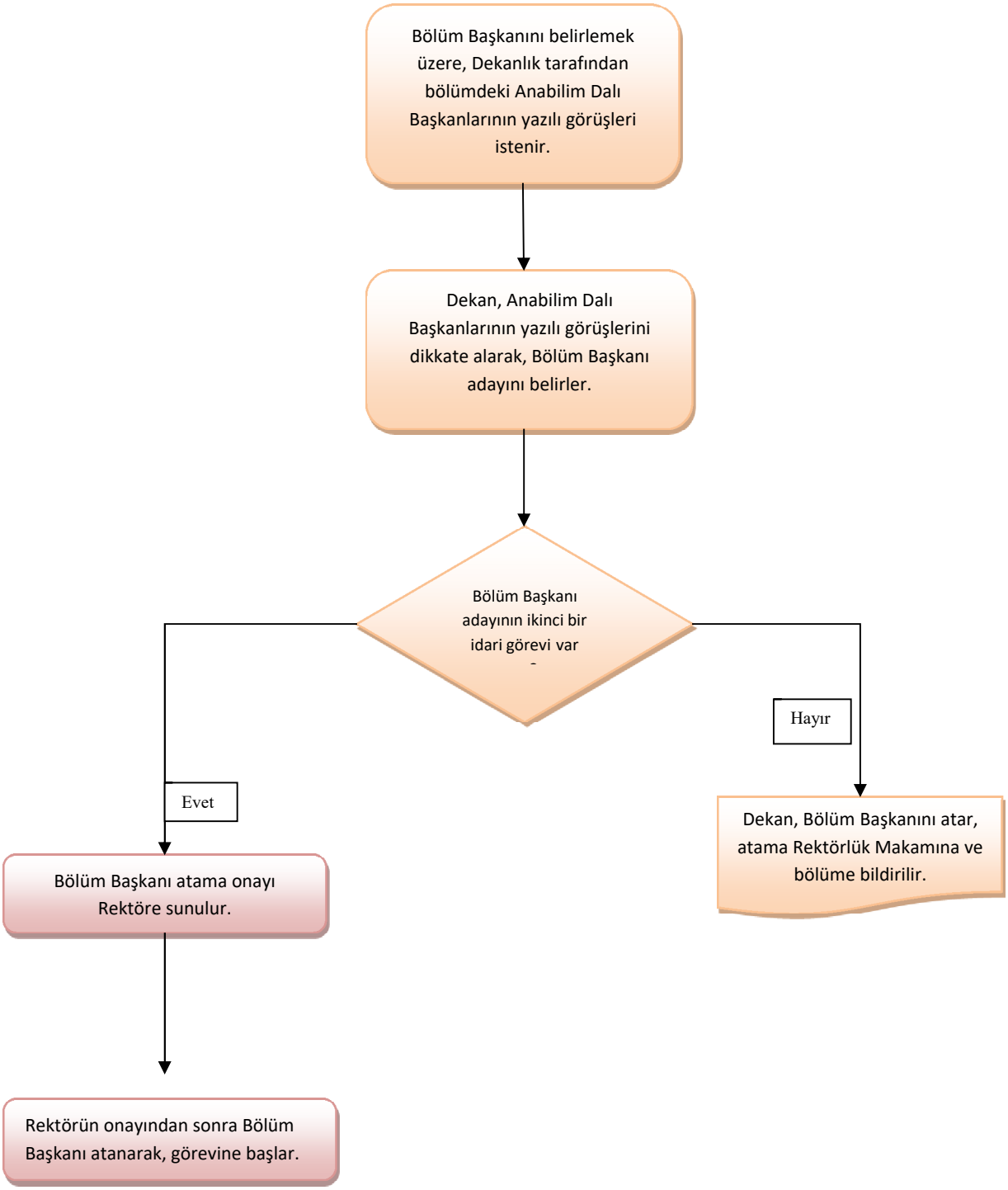BÖLÜM BAŞKANI SEÇİMİ VE ATANMASI İŞ AKIŞI