NIGDE OMER HALISDEMIR UNIVERSITY

# Department Of Fine Arts

| BUSINESS | CODE | DURATION |
|---|---|---|
| CORRESPONDENCES | | 20 mins. |

| STAFF | BUSINESS PROCESS | |
|---|---|---|
| | START | |
| Department Secretary | Petitions delivered to the unit are recorded. And formal letters sent on EBYS are filed | 5 mins. |
| Department Secretary | Documents to be responded are determined | 5 mins. |
| Department Secretary | The document responded is submitted for workflow on EBYS | 5 mins. |
| Department Secretary | The document approved on EBYS is sent to the relevant unit, and it is printed and attached to the relevant file. | 5 mins. |
| | END OF THE PROCESS | |