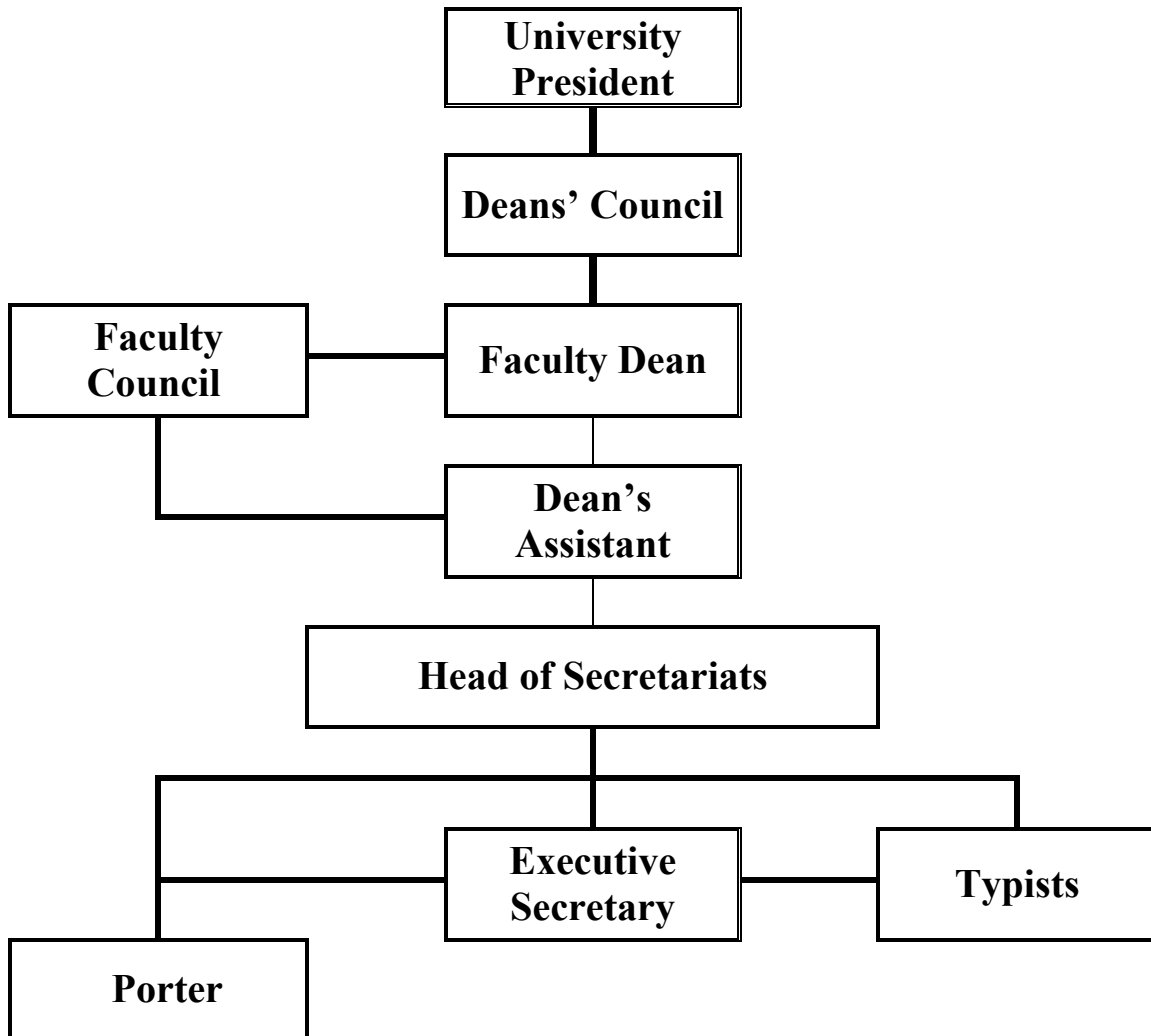


ADMINISTRATIVE INFRASTRUCTURE



Procedures

1. Teaching staff administrative procedures
2. Administrative procedures for managerial staff
3. Students' administrative procedures
4. General administrative procedures

Tasks

1. Dean's tasks
2. Dean's assistant tasks
3. Tasks of head of secretariat
4. Executive secretary's tasks
5. Typists' tasks
6. Porter's tasks

