



*IQAC organizes the ISO Audit Orientation at ULAB. Photo: IQAC-ULAB*

## ISO Audit Orientation Held

In preparation for the ISO 9001: 2015 Audit, the Institutional Quality Assurance Cell (IQAC) of University of Liberal Arts Bangladesh (ULAB) organized an orientation on 1 August 2019 at B406, Campus-B. IQAC Director Professor Jude William Genilo, Additional Director Wazir AF Ahmad and Social Vision CEO Md. Zakir Khan facilitated the workshop, which was attended by key academic and non-academic personnel of the university. The workshop discussed the general information on ISO, typical

schedule, department selection process, audit proper, completion of audit documents and audit results. In addition to this, IQAC Administrative Officer Joyanti Bardhan conducted on 6 August 2019 a separate orientation with the academic department administrative staff. Aside from the orientation, the staff were exposed to the record keeping system of the Media Studies and Journalism Department at PC-307. IQAC would like to thank MSJ Admin Officer Fargin Farhana for her kind assistance.

## IQAC Plans for Internal Audit

To prepare for the ISO 9001: 2015 Audit, the IQAC has requested the university's internal auditors to conduct a management review, which will entail a visit and inspection of the record system of the various departments/units of the university. The schedule is as follows; the time will be decided by the internal auditor and the specific department/unit:

### SEPTEMBER 01, 2019

#### Admissions Office

Wazir AF Ahmad

#### Human Resource

Asif U Ahmed

#### Dept. of English & Humanities

Habibur Rahman

#### Library

Zamal Uddin Bhuiyan

#### Computer Science & Engineering

Roknuzzaman

#### ULAB School of Business

Joyanti Bardhan

### SEPTEMBER 02, 2019

#### Registry Office

Wazir AF Ahmad

#### Career Service Office

Asif U Ahmed

#### Media Studies & Journalism

Habibur Rahman

#### ITD

Zamal Uddin Bhuiyan

#### ETE & EEE

Roknuzzaman

#### General Administration

Joyanti Bardhan

### SEPTEMBER 03, 2019

#### Purchase Office

Wazir AF Ahmad

#### Communications Office

Asif U Ahmed

#### Department of General Education

Habibur Rahman

#### Cocurricular Office

Zamal Uddin Bhuiyan

#### Internal Quality Assurance Cell

Roknuzzaman

#### Student Affairs

Joyanti Bardhan



### During the ISO Audit

Kindly ensure that the department/unit:

can easily retrieve the documents/forms being sought by the auditor. If it takes more than five minutes to retrieve a document, it means that the filing system of the department is not being done properly; and

files its documents/forms by alphabetical order or has some logic in the filing of documents/forms.

## Tips in Preparing for ISO Audit

To be fully prepared for the ISO Audit, there are certain expectation from departments/units before, during and after the ISO Audit.

### Before the ISO Audit

Kindly ensure that the department/unit has:

- appropriate policies (with flowcharts if necessary) for all its major operations
- a master list of documents
- documents/forms with appropriate number and version
- signed approval of all its documents/forms
- a compilation of completed documents/forms from May to August 2019
- an assigned person or persons who is/are in-charge of document/form control

and conducted a management review ensuring that the documents/forms are in order.

### After the ISO Audit

Kindly ensure that the department/unit:

- continue with the practice of record keeping. Remember that the ISO will conduct a follow up audit after one year.
- will reflect form/document modifications/revisions in the master list (if any).

### Editorial Team

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