

<b>ULF- Academic Programs</b>
<b>Hardcopy of processes available on request and at ULF intranet for E-copy</b>

S. No.	Document Code	Rev. No.	Quality System Document Name	Issuing Dept.	Concerned Dept.
1	QM-0	0	Quality Manual		
2	QPA- 0	0	Quality Planning		
3	DSO-1	0	Departmental Sub Objectives- Academic		
4	DSO-2	0	Departmental Sub Objectives- Administartive		
5					
6					
7					
8					
9	QPO- 0	0	Quality Policy		
10	PQPO-0	0	Published Quality Policy		
11	OrgChart-01	0	Organizational Chart		
12	SOP001	0	SOP- Quality Planning		
13	SOP002	0	SOP- Control of documents		
14	SOP003	0	SOP- Quality Records		
15	SOP004	0	SOP- Internal Communication		
16	SOP005	0	SOP- Management Review		
17	SOP006	0	SOP- Training		
18	SOP007	0	SOP- Infrastructure		
19	SOP008	0	SOP- Working Environment		
20	SOP009	0	SOP- Purchasing Procedure		
21	SOP010	0	SOP- Verification of Purchased Product		
22	SOP011	0	SOP- Control of Teaching, Learning and Service Provision		
23	SOP012	0	SOP- Validation of Processes for Teaching, Learning and Service Provision		
24	SOP013	0	SOP- (Education Learning) Identification and Traceability		
25	SOP014	0	SOP- Control of Monitoring and Measuring Devices		
26	SOP015	0	SOP- Internal Quality Audits		
27	SOP016	0	SOP- Monitoring Processes		

28	SOP017	0	SOP- Control of Non-conforming service		
29	SOP018	0	SOP- Corrective and Preventive Action		
30	SOP019	0	SOP- Monitoring Services		
31	PRD	0	Process Description		
32	JID	0	Job Identification		
33	QS00.1	0	List of Employees		
34	QS00.2	0	List of Approved Suppliers		
35	QS00.3	0	List of Hardware & Software		
36	QS00.4	0	Supplier Performance appraisal Form		
37	QS02.1	0	Quality System Document Review		
38	QS02.2	0	Document Change Note		
39	QS02.3	0	Document Revision Record		
40	QS02.4	0	Controlled Document Distribution List		
41	QS03.1	0	Quality Records List		
42	QS04.1	0	Memorandum		
43	QS05.1	0	Management Review Minutes of Meetings		
44	QS05.2	0	Assigned Action & Follow-up Log		
45	QS06.1	0	Training Plan		
46	QS06.2	0	Training Schedule		
47	QS06.3	0	Training Evaluation		
48	QS08.1	0	Employee Satisfaction survey		
49	QS08.2	0	Employee Performance Appraisal		
50	QS09.1	0	Purchasing Requisition		
51	QS09.2	0	Purchase Order		
52					
53	QS13.1	0	Daily Register for Incoming & Outgoing Mail		
54	QS13.2	0	Filing system Log (Implementation 2017)		
55	QS13.3	0	Received on "Date Note"		
56	QS14.1	0	IT Operational Problems Report		
57	QS15.1	0	Yearly Internal Audit Program		
58	QS15.2	0	List of Checked Documents and Records		
59	QS15.3	0	Audit Protocol		
60	QS15.4	0	Participants Opening Meeting		

61	QS15.5	0	Audit TimeTable		
62	QS15.6	0	Audit Check List		
63	QS15.7	0	Audit Result		
64	QS15.8	0	Participants Closing Meeting		
65	QS15.9	0	Nonconformity Report		
66	QS15.10	0	Audit Observation Report		
67	QS17.1	0	Problem Report		
68	QS17.2	0	Non Conforming Request		
69	QS17.3	0	Non Conforming Request Register		
70	QS18.1	0	Corrective/Preventive Action Request		
71	QS18.2	0	Corrective/Preventive Action Request Register		
72	ACD	0	Academin Department		
73	ADMIN	0	Administartive Department		
74	DDES	0	Deputy Director ULF- Academic Division of Programs Taught in English		
75	DES	0	Director ULF- Academic Division of Programs Taught in English		
76	AESD-01	0	Advising Excel sheet document		
77	COPF- 02	0	Course offering preperation Form (Semester, year)		
78	CO- 03	0	Course offering		
79	LFU-T	0	Advising/ Registration sheet		
80	SE- 05	0	Student Equivalency		
81	GS- 06	0	Grade Sheet Form		
82	CCGF- 07	0	Class change of grade form		
83	ICGF- 08	0	Individual change of grade form		
84	TTL- 09	0	Theses Topic List Form		
85	TIF- 10	0	Thesis Initiation Form		
86	MDEF- 11	0	MBA Thesis Evaluation Form		
87	SPTL- 12	0	Senior Project Topic List Form		
88	SPIF- 13	0	Senior Project Initiation Form		
89	Syl- 14	0	Syllabus format form		
90	HWCSF-15	0	Hand written course scheduling form		
91	ESF- 16	0	Excel Scheduling Form		
92	USFGF-17	0	University System Final Grades Form		
93	ET-18	0	Excel Transcript		

94	OOCFGF- 19	0	Original Overall Course Final Grades document		
95	GFGD- 20	0	Graduation Final Grade Document		
96	SAR- 21	0	Student Attendance Roster		
97	FEGF- 22	0	Final Exam Grade Form		
98	GCSL- 23	0	Graduation Ceremony Student List		
99	COMBA- 24	0	Course Offering MBA- E- MBA		
100	MAES- 25	0	MBA, E-MBA Advising excel Sheet document		
101	LFU- TAD	0	Advising/ Registration Add and Drop Sheet		
102	PF- 26	0	Petition form		
103	TSF- 27	0	Time Sheet Form		
104	FESF- 28	0	Final Exam Schedule Form		
105	MFESF- 29	0	Make up Final Exam Schedule Form		
106	EC- 30	0	Exam Card		
107	ES- 31	0	Exam Stamp		
108	MBAE- 32	0	MBA Final Exam Schedule Form		
109	PS- 33	0	Payment Slip		
110	UB- 34	0	University Brochour		
111	EFF- 35	0	Enrolment Form (French)		
112	EFE- 36	0	Enrolment Form (English)		
113	UTL- 37	0	University Tuition List		
114	ISS- 38	0	Instructor Signature Sheet		
115	DNEL- 39	0	Documents needed for enrolment List		
116	SPTPM- 40	0	Senior Project and Thesis Payment Memo		
117	IR- 41	0	Incident Report		
118	EEG- 42	0	Entrance Exam Grades Form		
119	PDR- 43	0	Production Data Report		
120	BC- 01	0	Business Cycle		
121	UGTC- 44	0	University Guideline for Credit transfer		
122	DSR- 45	0	Defense Session Report Form		
123	MBAIEF- 46	0	MBA Instructor Evaluation Form		
124	IEF- 47	0	Instructor Evaluation Form		
125	UCF- 48	0	University Calendar Form		
126	FER- 49	0	Final Exam Report		



















File Name	Last Update	Filled By	Remarks
<a href="#">Quality Records\QM- 0</a>	28/Feb/2016		
<a href="#">Quality Record\ QPA- 0</a>	25/Feb/2016		
<a href="#">Quality Record\ DSO- 1</a>	31/Mar/2016		
<a href="#">Quality Record\ DSO- 2</a>	31/Mar/2016		
<a href="#">Quality Record\ QPO- 0</a>	25/Feb/2016		
<a href="#">Quality Record\ PQPO-0</a>	12/Apr/2016		
<a href="#">Quality Records\OrgChart-01</a>	28/Jan/2016		
<a href="#">Quality Records\ SOP001</a>	19/Feb/2016		
<a href="#">Quality Records\ SOP002</a>	19/Feb/2016		
<a href="#">Quality Records\ SOP003</a>	19/Feb/2016		
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<a href="#">Quality Records\SOP012</a>	23/Feb/2016		
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<a href="#">Quality Records\SOP015</a>	26/Feb/2016		
<a href="#">Quality Records\SOP016</a>	27/Feb/2016		

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<a href="#">Quality Records\SOP018</a>	28/Feb/2016		
<a href="#">Quality Records\SOP019</a>	01/Mar/2016		
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<a href="#">Quality Records\JID.doc</a>	29/Jan/2016		
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<a href="#">Quality Records\QS02.4.doc</a>	28/Jan/2016		
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<a href="#">Quality Records\QS05.1.xlsx</a>	28/Jan/2016		
<a href="#">Quality Records\QS05.2.doc</a>	29/Jan/2016		
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<a href="#">Quality Records\QS06.3.docx</a>	29/Jan/2016		
<a href="#">Quality Records\QS08.1.doc</a>	30/Jan/2016		
<a href="#">Quality Records\QS08.2.xls</a>	31/Jan/2016		
<a href="#">Quality Records\ QS09.2</a>	03/Mar/2016		
<a href="#">Quality Records\ QS013.1</a>	05/Apr/2016		
<a href="#">Quality Records\ QS13.3</a>	12/Apr/2016		
<a href="#">Quality Records\QS15.1.doc</a>	28/Jan/2016		
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<a href="#">Quality Records\QS15.5.doc</a>	01/Feb/2016		
<a href="#">Quality Records\QS15.6.doc</a>	02/Feb/2016		
<a href="#">Quality Records\QS15.7 Audit Result.doc</a>	03/Feb/2016		
<a href="#">Quality Records\QS15.8.docx</a>	04/Feb/2016		
<a href="#">Quality Records\QS15.9</a>	22/Oct/2017		
<a href="#">Quality Records\QS15.10.doc</a>	06/Feb/2016		
<a href="#">Quality Records\QS17.1.doc</a>	07/Feb/2016		
<a href="#">Quality Records\QS18.1.doc</a>	28/Jan/2016		
<a href="#">Quality Records\QS18.2.doc</a>	29/Jan/2016		
<a href="#">1- Academic Department</a>	28/Jan/2016		
<a href="#">2- Administrative Department</a>	29/Jan/2016		
<a href="#">3- DDES</a>	30/Jan/2016		
<a href="#">4- DES</a>	31/Jan/2016		
<a href="#">Quality Records\ AESD-01</a>	28/Jan/2016		
<a href="#">Quality Records\ COPF- 02</a>	29/Jan/2016		
<a href="#">Quality Records\ CO-03</a>	29/Jan/2016		
<a href="#">Quality Records\ LFU-T</a>	30/Jan/2016		
<a href="#">Quality Records\ SE- 05</a>	30/Jan/2016		
<a href="#">Quality Records\ GS- 06</a>	30/Jan/2016		
<a href="#">Quality Records\ CCGF- 07</a>	31/Jan/2016		
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<a href="#">Quality Records\ TIF- 10</a>	01/Feb/2021		
<a href="#">Quality Records\ MDEF- 11</a>	01/Feb/2021		
<a href="#">Quality Records\ RS- 04</a>	30/Jan/2016		
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<a href="#">Quality Records\ Syl- 14</a>	29/Jan/2016		
<a href="#">Quality Records\HWCSF-15</a>	02/Jan/2016		
<a href="#">Quality Records\ESF- 16</a>	02/Jan/2016		
<a href="#">Quality Records\USFGF-17</a>	02/Jan/2016		
<a href="#">Quality Records\ET-18</a>	02/Jan/2016		

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<a href="#">Quality Records\GFGD- 20</a>	02/Jan/2016		
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<a href="#">Quality Records\ UGTC- 44</a>	04/Mar/2016		
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<a href="#">Quality Records\ MBAIEF- 46</a>	31/Mar/2016		
<a href="#">Quality Records\ IEF- 47</a>	01/Apr/2016		
<a href="#">Quality Recodrs\ UCF- 48</a>	02/Apr/2016		
<a href="#">Quality Record\FER- 49</a>	06/Apr/2016		

















