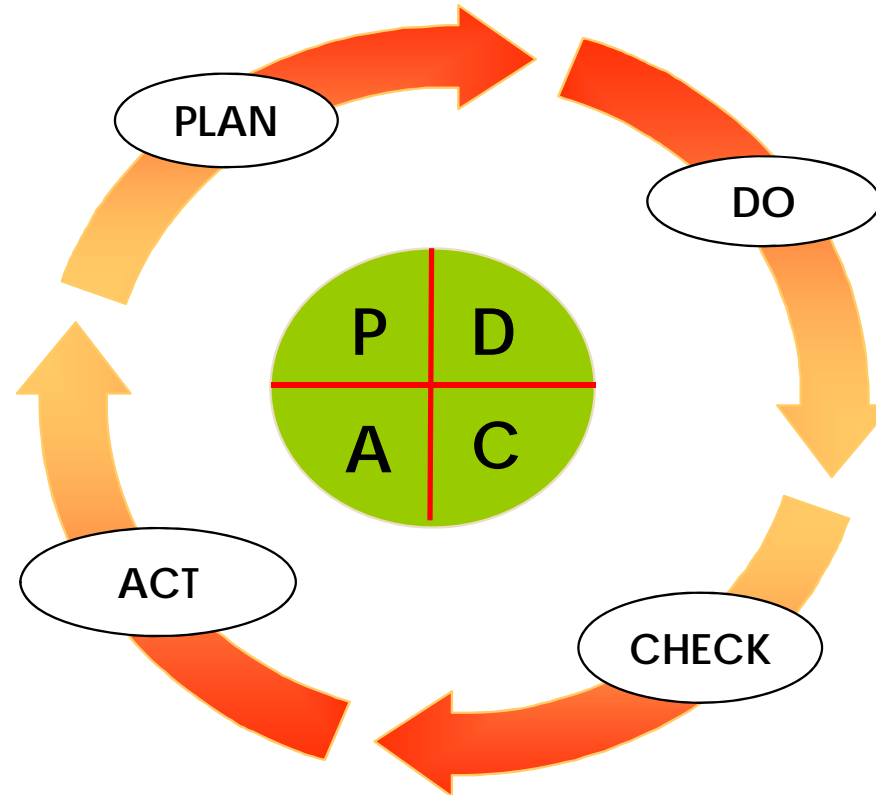# YAŞAR UNIVERSITY
EDITORIAL OFFICE DIRECTORATE
PDCA CYCLE

PLAN

- Planning of the Service Process of the Editorial Office Directorate.
- Planning of the Meetings that University's Management is organizing.
- Planning of the Higher Education Audit Board annual general auditing.
- Planning the activities within the Editorial Office context of the Secretary General's ISO 9001:2015 Quality Management System Documentation.

DO

- Recording, following for reply, sending the outgoing corresponces and archiving it compatible to the Standard Filing Plan of Higher Education Council according to the Service Process of the Editorial Office Directorate.
- Making the Meetings of Board of Trustees, Senate, University Board, and Discipline Board on the coordination of the Rectorate and Secretary General.
- Giving the annual general auditing of the Higher Education Audit Board on the coordination of the Rectorate and Secretary General.
- Performing the Documentation and Monitoring Observation activities within the Editorial Office context of the Secretary General's ISO 9001:2015 Quality Management System Documentation.

ACT

- Acting the necessary precautions for the Service Process of the Editorial Office Directorate depending on the stakeholders' opinions.
- Acting the necessary precautions at each levels for the meeting of the University Management.
- Acting the necessary precautions at each levels for the Documentation and Monitoring Observation activities within the Editorial Office context of the Secretary General's ISO 9001:2015 Quality Management System Documentation.

CHECK

- Checking wheter there is a defect at the Service Process of the Editorial Office Directorate.
- Checking wheter there is a defect at arranging the meetings of the University Management.
- Checking wheter there is a defect at giving the annual general auditing of the Higher Education Audit Board.
- Checking wheter there is a defect Performing the Documentation and Monitoring Observation activities within the Editorial Office context of the Secretary General's ISO 9001:2015 Quality Management System Documentation.

P | D
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PLAN | DO | CHECK | ACT