





**MINISTRY OF EDUCATION AND CULTURE
MATARAM UNIVERSITY
FACULTY OF FOOD TECHNOLOGY AND AGROINDUSTRY**

SOP NUMBER	261/UN18.F10/PS/2022
CREATED DATE	October 27 , 2020
REVISION DATE	
EFFECTIVE DATE	
ENDORSED BY	<p align="center">Head of Study Program Agricultural Engineering</p>   <p align="center">Murad, SP, MP. NIP. 19751231 200801 1 023</p>
SOP NAME	FINAL PROPOSAL TITLE SUBMISSION

LEGAL BASIS

1. Regulation President Republic of Indonesia Number 47 of 2009 concerning Formation and Organization of State Ministries.
2. Regulation President Republic of Indonesia Number 24 of 2010 concerning position , duties , and functions ministries of state as well arrangement organization , tasks , and functions echelon I Ministry of State
3. Regulation minister utilization State Apparatus and Bureaucratic Reform Republic of Indonesia Number 3 of 2016 concerning organization and work procedures of the Ministry of Empowerment State Apparatus and Bureaucratic Reform

IMPLEMENTER QUALIFICATION

1. Able to simple data processing .
2. Able to use System Information Academic .
3. Able to carry out their duties and functions

LINKAGES

1. Charging SOPs Lesson Plan (KRS) *Online*
2. Lecture SOPs

TOOLS

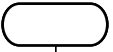
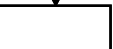

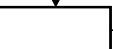

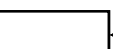
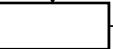
1. Book Guidelines Academic .
2. Computers / Laptops
3. Printers
4. Internet

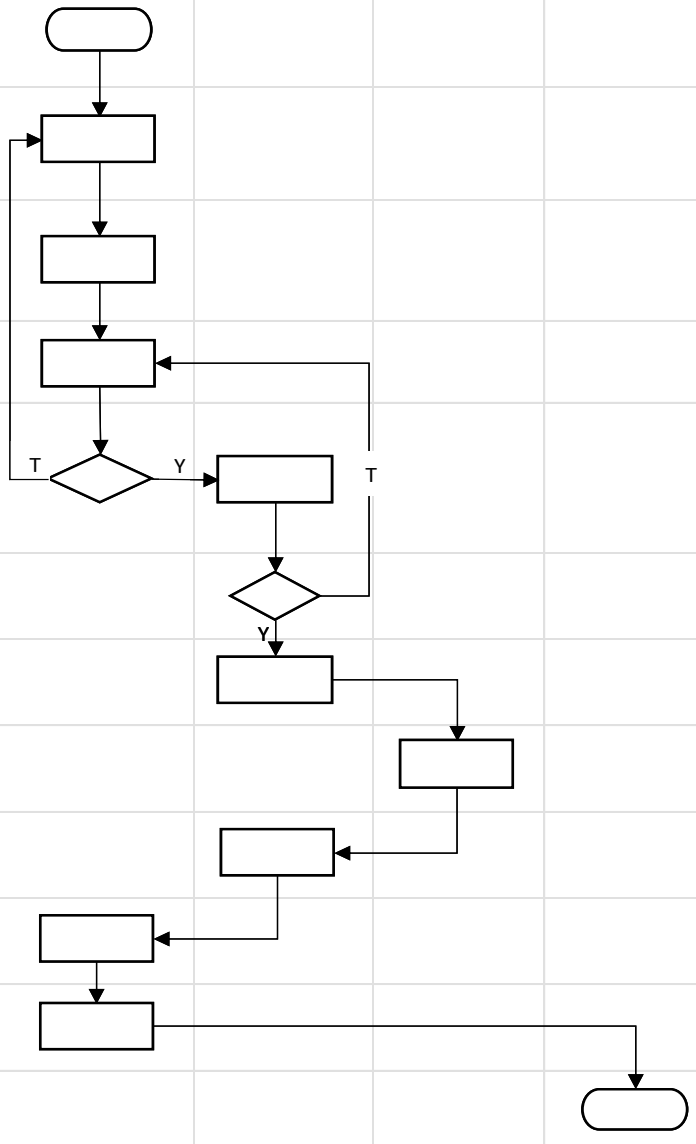
WARNING







1. If Student No do registration in the *online system* so Students are considered back down self and not registered at Mataram University
2. If Student data No verified so Student must registration repeat with requirements that have been completed in accordance the appointed time has passed from time so Students are considered resign self .

RECORDING AND DATA COLLECTION

Student receive a payment slip and do SPP/UKT payment with accept proof form receipt from partner bank , letter submission title and signed by the PA lecturer , last Lesson Plan, and excerpt value (KPA).

1. Submission of Final Project Proposals								
No.	Activity	Executor				Quality Book		
		Student	Program Admin	Head of Study Program	Supervisor	Completeness	Time	output
1	Fulfill the requirements and program the final project in KRS					KRS		
2	Fill out the final assignment title proposal form from the Study Program Administrative Staff					Title proposal form		Proposal for the title of the final project
3	Consult with lecturers who have expertise with the final project topic of interest					Proposal for the title of the final project		
4	Prepare and submit the final assignment requirements file					TA and KRS Title Proposal Form		Supervisor approval
5	Receive the requirements for submitting a final project proposal					Submission letter for title and signed by PA lecturer, last KRS, and value excerpt (KPA)	more than 1 month	
6	Check file completeness						1 week	
7	Make a list of final project proposal submissions							List of final project proposal submissions
8	Appointment of Supervisors 1 and 2					List of final project proposal submissions		Approval of the head of the study program
9	Make a supervisor assignment letter 1 and 2					List of final project proposal submissions		Supervising lecturer assignment letter 1 and 2
10	Prepare a final assignment proposal guidance control card						1 day	Guidance control card
11	Compile a final project proposal							
12	Conduct final assignment proposal guidance consultation					Guidance letter		



Process	Person to Responsible			Date
	Name	Position	Signature	
Agreement	Murad, SP, MP.	Head of the UNRAM Agricultural Engineering Study Program	 	4 November 2022
Inspection	Dr. Joko Sumarsono STP, MP	Secretary of TEP Study Program	 	1 November 2022
Formulation	Ince Siti Wardatullatifah S, S.TP., M.Si	Lecturer	 	1 November 2022