








**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	Head of Study Program Agricultural Engineering   Murad, SP, MP. NIP. 19751231 200801 1 023
SOP NAME	PROPOSAL SEMINAR REGISTRATION

LEGAL BASIS	IMPLEMENTER QUALIFICATION
<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 1. Able to simple data processing . 2. Able to use System Information Academic . 3. Able to carry out their duties and functions
LINKAGES	TOOLS
<ol style="list-style-type: none"> 1. Charging SOPs Lesson Plan (KRS) <i>Online</i> 2. Lecture SOPs 3. SOP Title of Final Project Proposal 	<ol style="list-style-type: none"> 1. Book Guidelines Academic . 2. Computers / Laptops 3. Printers 4. Internet
WARNING	RECORDING AND DATA COLLECTION
<ol style="list-style-type: none"> 1. If Student No do registration in the <i>online system</i> 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 . 	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).

2. Flowchart of Final Project Proposal Registration Seminar

No.	Activity	executor				Quality Book		
		Student	Program Admin	Head of Study Program	Supervisor	Completeness	Time	output
1	Final Project Proposal Consultation 1							
2	Examine Student Final Project Proposals					Final project proposal		
3	Revision							Improvement of the final project proposal
4	Complete the seminar requirements							Supervisor approval
5	Check the completeness of the final assignment seminar requirements					Final project polish completeness file	1 day	
6	Ask for the signature of the seminar agreement							Student consent signature sheet
7	Sign the seminar consent form					Student consent signature sheet	1 day	
8	Application for final assignment seminar examiner					Seminar examiner application sheet		
9	Allocating final project seminar examiner lecturers							for examiners by the Chair of the Study Program
10	Schedule seminars and print invitations					for examiners by the Chair of the Study Program		
11	Request for approval from the Head of Study Program					Draft seminar schedule and seminar invitations		
12	Seminar invitation signature							Approval of the Head of Study Program
13	Issuance of seminar schedules and invitations					Approval of the Head of Study Program	3 days	Seminar schedule and seminar invitations
14	Confirming the supervisor and examiner of the final assignment seminar					Seminar schedule and seminar invitations	3 days	

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