



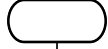
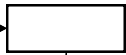
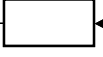
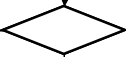

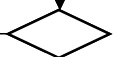
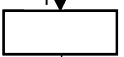
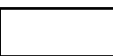

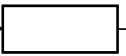






**MINISTRY OF EDUCATION AND CULTURE
MATARAM UNIVERSITY
FACULTY OF FOOD TECHNOLOGY AND AGROINDUSTRY**

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	SEMINAR REGISTRATION OF FINAL PROJECT RESULTS

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 4. SOP for Final Project Proposal Seminar Registration 	<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 . 	<p>Student submit the last Lesson Plan, early semester Student Academic Achievement until final , TOEFL, card proof attending seminars, payment of original tuition fees , excerpts mark from beginning-end of semester, seminar papers</p>

3. Flowchart of Final Project Results Seminar Registration

No.	Activity	Executor					Quality Book		
		Student	Program Admin	Head of Study Program	Supervisor	Examiner	Completeness	Time	output
1	Ask for supervisor approval								
2	Check student final assignment reports					Final report			
3	Revision							Improvement of the final project proposal	
4	Complete the trial requirements and fill out the exam form					Supervisor approval			
5	Checking the completeness of the requirements of the final assignment trial					Final KRS, KHS from start to finish semester, TOEFL, seminar attendance card, original tuition payment, excerpts from the beginning-end of the semester, seminar papers	1 day		
6	Schedule a final assignment trial						1 day		
7	Check the schedule and composition of the examiner lecturers					Draft schedule for the final assignment			
8	Approve the trial schedule						1 day	TTD approval and trial invitation	
9	Announce trial schedule and send out invitations					TTD approval from the Head of Study Program	1 day		
10	Confirming the trial schedule to the supervisor and examiner								
11	Receive confirmation of the trial schedule					Seminar schedule and seminar invitations	1 day		
12	Allocating courtrooms						1 day		

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