








**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	FINAL PROJECT REPORT COLLECTION	
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. SOP for Final Project Proposal Seminar Registration 2. Registration SOPs Final Session 	<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 deliver Report Final Project (Thesis) in hard & soft copy form	

5. Flowchart of Final Project Report Collection

No.	Activity	Executor					Quality Book		
		Student	Program Admin	Examiner	Supervisor	Head of Study Program	Dean	Completeness	Time
1	Revision according to control card						BA Final Assignment Session, Revision Control Card		
2	The examiner approved the revision of the final assignment						Final report fix		The examiner's approval
3	The supervisor approves the revision of the final project						Final report fix		Supervisor approval
4	Duplicating and binding of the final report						Approval of supervisors & examiners		
5	Signing of supervisors and examiners, study program heads, and deans						Final report attestation sheet		TTD endorsement
6	Submit proof of final project file collection						File accessories		
7	Receive final assignment report (soft & hard)						Final report (soft & hard)	1 day	
8	Publish proof of collection of final project files							1 day	Evidence of file collection
9	Receive proof of final assignment file collection						Evidence of file collection		

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