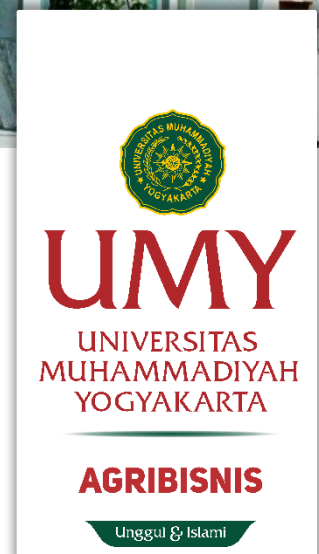


STANDART OPERATING PROCEDUR 2021

SARASEHAN SOP

AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
MUHAMMADIYAH UNIVERSITY OF
YOGYAKARTA



Standart Operating Procedure (SOP)

MUHAMMADIYAH UNIVERSITY OF YOGYAKARTA

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UMY

UNIVERSITAS
MUHAMMADIYAH
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Unggul & Islami

Standard Operating Procedures (SOP)

VALIDATION		
Verified by:	Checked by:	Prepared by:
Dean of FP UMY	Head of the Agribusiness Study Program	Quality team of Agribusiness Study Program
		
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A. OBJECTIVE

Ensuring the Workshop process to disseminate academic information in the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University, Yogyakarta.

B. SCOPE

The workshop includes activities to convey academic information (lecture info, internship info, KKN info, and other programs) held at the Agribusiness Study Program, Faculty of Agriculture, Yogyakarta Muhammadiyah University.

C. GUIDELINES

1. Muhammadiyah Central Leadership Guidelines Number 02/PED/I.0/B/2012 concerning Muhammadiyah Higher Education;
2. Decision Muhammadiyah Central Leadership Higher Education Council Number 060/KEP/I.3/2013 concerning the 2013 Statutes of Muhammadiyah University Yogyakarta.

D. TERMS AND DEFINITIONS


1. A workshop is a gathering activity for students and the academic community (lecturers, staff and staff) as a forum for conveying academic information and listening to students' input and needs.
2. Input is an idea or idea or positive thoughts for institutional development

E. RELATED PARTIES

1. Student;
2. Head of the study program;
3. Lecturer;
4. Education Staf


F. RELATED DOCUMENT

1. Presence
2. Minutes


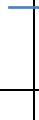


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G. PROCEDURE

1. Students or academics submit input or complaints in public forums in the form of workshops at the study program level;
2. The study program considers input and needs of students or the academic community for follow-up.
3. Program follow-up

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Sarasehan (Flow Chart

NO	Procedure Description	Executor					Die Baku		
		Student	By Prodi	Course Lecturer	Head of administration	Educational Staff	Requirements/Equipment	Time	Output
1	Students or academics submit input or complaints in public forums in the form of workshops at the study program level;							1 day	Feedback or complaints
2	The study program considers input and needs of students or the academic community for follow-up							1 week	Disposition
3	Follow-up							1 Month	Program