

## DAFTAR INDUK DOKUMEN MANAJEMEN MUTU

### 1. Definisi Daftar Induk Dokumen Manajemen Mutu (DMM)

Daftar Induk Dokumen Manajemen Mutu (DMM) merupakan daftar dokumen-dokumen yang menjadi bagian dari Sistem Manajemen Mutu, yang terdiri dari manual mutu, prosedur, instruksi kerja, pedoman/kebijakan, dan formulir/*check list* yang harus selalu dikendalikan kemutakhirannya serta dipastikan hanya versi mutakhirnya saja yang terdistribusi/tersedia di unit-unit kerja.

### 2. Catatan :

Level 1 : Manual Mutu

Level 2 : Prosedur

Level 3 : Pedoman / Kebijakan, Instruksi Kerja dan Formulir/*Check List*.

**Daftar Induk Dokumen Manajemen Mutu :**

| No | Kode Dokumen | Nama Dokumen                               | Status revisi terakhir | Distribusi  | Lokasi Penyimpanan            | Keterangan                      |
|----|--------------|--|------------------------|---|-------------------------------|---------------------------------|
| 1  | MM           | Manual Mutu                                |                        | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                 |
|    | MM-01        | Lembar Pengendalian                        | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-02        | Lembar Matriks Korelasi Standar            | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-03        | Pengenalan Organisasi                      | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-04        | Pengenalan Sistem Manajemen Mutu           | 01                     |   |                               | Revisi terakhir tgl. 7 Mar 2012 |
|    | MM-05        | Visi, Misi dan Kebijakan Mutu              | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-06        | Pengenalan Organisasi Kunci                | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-07        | Rencana Mutu dan Proses Bisnis             | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-08        | Promosi dan Admisi                         | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-09        | Perencanaan Operasional Akademik           | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-10        | Penyelenggaraan Evaluasi Akademik          | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-11        | Perencanaan dan Pengembangan Kurikulum     | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-12        | Pengelolaan Pendukung Akademik             | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-13        | Pelayanan Kemahasiswaan dan Alumni         | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-14        | Hubungan Kemasyarakatan                    | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-15        | Penelitian dan Pengabdian Masyarakat       | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-16        | Kerjasama Antar Institusi                  | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-17        | Sumber Daya Manusia                        | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-18        | Pembinaan Organisasi Kemahasiswaan         | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-19        | Pengembangan dan Pengelolaan Dana          | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-20        | Pengadaan Barang dan Jasa                  | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-21        | Pengembangan dan Pengelolaan Infrastruktur | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-22        | Perencanaan dan Pengembangan Universitas   | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |
|    | MM-23        | Sistem Manajemen Mutu                      | 00                     |   |                               | Revisi terakhir tgl. 5 Jan 2011 |

|    |            |   |    |   |                               |                                   |
|----|------------|---|----|---|-------------------------------|-----------------------------------|
| 2  | <b>BP</b>  | <b>Business Process</b>                                 | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
| 3  | <b>PAD</b> | <b>Context Diagram PAD</b>                              | 01 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 15 Sept 2011 |
|    |            | <b>Prosedur Promosi &amp; Admisi</b>                    |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 4  | PAD - 01   | Prosedur Promosi  | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 5  | PAD - 02   | Prosedur Pelayanan & Informasi Pelanggan                | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 6  | PAD - 03   | Prosedur Pendaftaran dan Seleksi Mahasiswa Baru         | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 7  | PAD - 04   | Prosedur Pemantauan Suara Pelanggan                     | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 8  | PAD - 05   | Prosedur Monitoring, Kesesuaian dan Adendum Kesepakatan | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 9  | <b>POA</b> | <b>Context Diagram POA</b>                              | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Perencanaan Operasional Akademik</b>        |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 10 | POA - 01   | Prosedur Perencanaan Operasional Akademik               | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 11 | POA - 02   | Prosedur Perencanaan Operasional Universitas            | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 12 | POA - 03   | Prosedur Evaluasi dan Koreksi Perencanaan               | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 13 | <b>PEA</b> | <b>Context Diagram PEA</b>                              | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Pemantauan &amp; Evaluasi Akademik</b>      |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 14 | PE A - 01  | Prosedur Persiapan dan Pemantauan Operasional           | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 15 | PEA - 02   | Prosedur Penyelenggaraan Perkuliahan                    | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 16 | PE A - 03  | Prosedur Penyelenggaraan Magang                         | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 17 | PEA - 04   | Prosedur Penyelenggaraan Tugas Akhir                    | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 18 | PE A - 05  | Prosedur Evaluasi Hasil Studi                           | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |

|    |            |  |    |   |                               |                                   |
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| 19 | PEA - 06   | Prosedur Yudisium  | 01 |   |                               | Revisi terakhir tgl. 15 Sept 2011 |
| 20 | <b>PPK</b> | <b>Context Diagram PPK</b>                                 | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Perencanaan &amp; Pengembangan Kurikulum</b>   |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 21 | PPK - 01   | Prosedur Pemantauan & Evaluasi Kurikulum                   | 01 |   |                               | Revisi terakhir tgl. 16 Sept 2011 |
| 22 | PPK - 02   | Prosedur Perencanaan, Pengembangan & Sosialisasi Kurikulum | 01 |   |                               | Revisi terakhir tgl. 16 Sept 2011 |
| 23 | <b>PPA</b> | <b>Context Diagram PPA</b>                                 | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | Prosedur Pengelolaan Pendukung Akademik                    |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 24 | PPA - 01   | Prosedur Perencanaan & Pengembangan Pendukung Akademik     | 01 |   |                               | Revisi terakhir tgl. 16 Sept 2011 |
| 25 | PPA - 02   | Prosedur Penyelenggaraan Pendukung Akademik                | 01 |   |                               | Revisi terakhir tgl. 16 Sept 2011 |
| 26 | PPA - 03   | Prosedur Evaluasi Efektivitas Pendukung Akademis           | 01 |   |                               | Revisi terakhir tgl. 16 Sept 2011 |
| 27 | <b>PKA</b> | <b>Context Diagram PKA</b>                                 | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Pelayanan Mahasiswa &amp; Alumni</b>           |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 28 | PKA - 01   | Prosedur Pelayanan Administrasi                            | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 29 | PKA - 02   | Prosedur Pelayanan Konseling & Kesehatan                   | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 30 | PKA - 03   | Prosedur Pelayanan Pengembangan Softskill                  | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 31 | PKA - 04   | Prosedur Pelayanan Inkubator                               | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 32 | PKA - 05   | Prosedur Pelayanan Wisuda                                  | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 33 | PKA - 06   | Prosedur Pelayanan Karir                                   | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 34 | <b>HUM</b> | <b>Context Diagram HUM</b>                                 | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Hubungan Masyarakat</b>                        |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |

|    |            |  |    |   |                               |                                   |
|----|------------|--|----|---|-------------------------------|-----------------------------------|
| 35 | HUM - 01   | Prosedur Penyelenggaraan Acara                         | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 36 | HUM - 02   | Prosedur Publikasi                                     | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 37 | HUM - 03   | Prosedur Pengelolaan Citra Institusi                   | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 38 | <b>PPM</b> | <b>Context Diagram PPM</b>                             | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Penelitian &amp; Pengabdian Masyarakat</b> |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 39 | PPM - 01   | Prosedur Penelitian & Publikasi Ilmiah                 | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 40 | PPM - 02   | Prosedur Pengabdian Masyarakat                         | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 41 | <b>KAI</b> | <b>Context Diagram KAI</b>                             | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Kerjasama Antar Institusi</b>              |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 42 | KAI - 01   | Prosedur Perintisan Kerja sama                         | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 43 | KAI - 02   | Prosedur Pelaksanaan & Pemantauan                      | 01 |   |                               | Revisi terakhir tgl. 19 Sept 2011 |
| 44 | <b>SDM</b> | <b>Context Diagram SDM</b>                             | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Sumber Daya Manusia</b>                    |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 45 | SDM - 01   | Prosedur Penempatan SDM                                | 01 |   |                               | Revisi terakhir tgl. 20 Sept 2011 |
| 46 | SDM - 02   | Prosedur Pengembangan SDM                              | 01 |   |                               | Revisi terakhir tgl. 20 Sept 2011 |
| 47 | SDM - 03   | Prosedur Penilaian Kinerja & Potensi                   | 01 |   |                               | Revisi terakhir tgl. 20 Sept 2011 |
| 48 | SDM - 04   | Prosedur Administrasi Kepegawaian                      | 01 |   |                               | Revisi terakhir tgl. 20 Sept 2011 |
| 49 | SDM - 05   | Prosedur Kompensasi & Benefit                          | 01 |   |                               | Revisi terakhir tgl. 20 Sept 2011 |
| 50 | <b>POM</b> | <b>Context Diagram POM</b>                             | 01 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 21 Sept 2011 |
|    |            | <b>Prosedur Pembinaan Organisasi Mahasiswa</b>         |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |

|    |            |   |    |   |                               |                                   |
|----|------------|---|----|---|-------------------------------|-----------------------------------|
| 51 | POM - 01   | Prosedur Perencanaan Kegiatan & Pengembangan Organisasi Mahasiswa | 01 |   |                               | Revisi terakhir tgl. 21 Sept 2011 |
| 52 | POM - 02   | Prosedur Pengawasan, Pembinaan & Evaluasi                         | 01 |   |                               | Revisi terakhir tgl. 21 Sept 2011 |
| 53 | <b>PPD</b> | <b>Context Diagram PPD</b>  | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Pengembangan &amp; Pengelolaan Dana</b>               |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 54 | PPD - 01   | Prosedur Pengembangan Sumber - Sumber Dana                        | 01 |   |                               | Revisi terakhir tgl. 21 Sept 2011 |
| 55 | PPD - 02   | Prosedur Penerimaan Dana  | 01 |   |                               | Revisi terakhir tgl. 21 Sept 2011 |
| 56 | PPD - 03   | Prosedur Pengeluaran Dana   | 01 |   |                               | Revisi terakhir tgl. 21 Sept 2011 |
| 57 | PPD - 04   | Prosedur Pembukuan Dana & Evaluasi Anggaran                       | 01 |   |                               | Revisi terakhir tgl. 21 Sept 2011 |
| 58 | <b>PBJ</b> | <b>Context Diagram PBJ</b>  | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Pengadaan Barang &amp; Jasa</b>                       |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 59 | PBJ - 01   | Prosedur Perencanaan & Pengadaan Barang & Jasa                    | 01 |   |                               | Revisi terakhir tgl. 22 Sept 2011 |
| 60 | PBJ - 02   | Prosedur Pembelian Barang & Jasa                                  | 01 |   |                               | Revisi terakhir tgl. 22 Sept 2011 |
| 61 | PBJ - 03   | Prosedur Penerimaan & Penyimpanan                                 | 01 |   |                               | Revisi terakhir tgl. 22 Sept 2011 |
| 62 | PBJ - 04   | Prosedur Seleksi & Pemantauan Kinerja Supplier                    | 01 |   |                               | Revisi terakhir tgl. 22 Sept 2011 |
| 63 | <b>PPI</b> | <b>Context Diagram PPI</b>  | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Pengembangan &amp; Pengelolaan Infrastruktur</b>      |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare |                                   |
| 64 | PPI - 01   | Prosedur Pengembangan Infrastruktur                               | 01 |   |                               | Revisi terakhir tgl. 23 Sept 2011 |
| 65 | PPI - 02   | Prosedur Pemeliharaan & Perbaikan                                 | 01 |   |                               | Revisi terakhir tgl. 23 Sept 2011 |
| 66 | PPI - 03   | Prosedur Pengendalian Sistem Informasi                            | 01 |   |                               | Revisi terakhir tgl. 23 Sept 2011 |
| 67 | PPI - 04   | Prosedur Kalibrasi Perangkat                                      | 01 |   |                               | Revisi terakhir tgl. 23 Sept 2011 |

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|----|------------|--|----|---|---|-----------------------------------|
| 68 | PPI - 05   | Prosedur Pemantauan, Pengendalian & Evaluasi Prasarana & Lingkungan Akademis | 01 |   |   | Revisi terakhir tgl. 23 Sept 2011 |
| 69 | PPI - 06   | Prosedur Back-Up Data & <i>Disaster Handling</i>                             | 01 |   |   | Revisi terakhir tgl. 23 Sept 2011 |
| 70 | PPI - 07   | Prosedur Pengendalian Sistem <i>Safety &amp; Security</i>                    | 01 |   |   | Revisi terakhir tgl. 23 Sept 2011 |
| 71 | <b>PPU</b> | <b>Context Diagram PPU</b>   | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare                     | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Perencanaan &amp; Pengembangan Universitas</b>                   |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare                     |                                   |
| 72 | PPU - 01   | Prosedur Penyusunan RENSTRA  | 02 |   |   | Revisi terakhir tgl. 26 Juli 2012 |
| 73 | PPU - 02   | Prosedur Penetapan Rencana Kerja Universitas                                 | 01 |   |   | Revisi terakhir tgl. 26 Sept 2011 |
| 74 | PPU - 03   | Prosedur Evaluasi Universitas  | 01 |   |   | Revisi terakhir tgl. 26 Sept 2011 |
| 75 | <b>SMM</b> | <b>Context Diagram SMM</b>   | 00 | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare                     | Revisi terakhir tgl. 5 Jan 2011   |
|    |            | <b>Prosedur Sistem Manajemen Mutu</b>  |    | Rektor, Warek, Dekan, Ka Prodi, Ka Lembaga, Ka UPT, Kabiro, Kabag | UPT Penjaminan Mutu, Netshare                     |                                   |
| 76 | SMM - 01   | Prosedur Pengendalian Dokumen & Arsip  | 02 |   |   | Revisi terakhir tgl. 26 Juli 2012 |
| 77 | SMM - 02   | Prosedur Audit Internal  | 01 |   |   | Revisi terakhir tgl. 26 Sept 2011 |
| 78 | SMM - 03   | Prosedur Tinjauan Manajemen  | 01 |   |   | Revisi terakhir tgl. 26 Sept 2011 |
| 79 | SMM - 04   | Prosedur Perbaikan Sistem Manajemen  | 01 |   |   | Revisi terakhir tgl. 26 Sept 2011 |
| 80 | SMM - 05   | Prosedur Pemantauan Regulasi & Standardisasi                                 | 01 |   |   | Revisi terakhir tgl. 26 Sept 2011 |
|    | <b>PK</b>  | <b>Pedoman / Kebijakan</b>   |    | All Unit Kerja  | UPT Penjaminan Mutu, Netshare, Unit Kerja terkait |                                   |
|    | PK-PAD     |  |    |   |   |                                   |
| 81 | PK-PAD-02  | Pedoman Pendaftaran Calon Mahasiswa Baru                                     | 00 |   |   |                                   |
| 82 | PK-PAD-03  | Peraturan Akademik   | 00 |   |   |                                   |
| 83 | PK-PAD-06  | Pedoman Penanganan Keluhan Pelanggan   | 00 |   |   |                                   |
| 84 | PK-PAD-07  | Pedoman Penanganan Mahasiswa Mundur Diri                                     | 00 |   |   |                                   |
| 85 | PK-PAD-08  | Pedoman Penanganan Mahasiswa Pindah Prodi                                    | 00 |   |   |                                   |

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|-----|-----------|---|----|--|--|-----------------------------------|
| 86  | PK-PAD-09 | Pedoman Perubahan Data Mahasiswa                  | 00 |  |  |                                   |
| 87  | PK-PAD-10 | Pedoman Penanganan Perubahan Status Beasiswa      | 00 |  |  |                                   |
| 88  | PK-PAD-11 | Pedoman Penanganan Mahasiswa Wanprestasi/ DO      | 00 |  |  |                                   |
| 89  | PK-PAD-12 | Pedoman Pemberian Nomor Induk Mahasiswa (NIM)     | 00 |  |  |                                   |
| 90  | PK-PAD-13 | Pedoman Registrasi Mahasiswa Baru                 | 00 |  |  |                                   |
|     | PK-POA    |   |    |  |  |                                   |
|     | PK-PEA    |   |    |  |  |                                   |
| 91  | PK-PEA-01 | Pedoman GBPP/ Syllabus                            | 01 |  |  | Revisi terakhir tgl. 31 Juli 2012 |
| 92  | PK-PEA-02 | Pedoman SAP                                       | 01 |  |  | Revisi terakhir tgl. 31 Juli 2012 |
| 93  | PK-PEA-03 | Pedoman Magang                                    | 00 |  |  |                                   |
| 94  | PK-PEA-05 | Pedoman Penyusunan dan Penulisan Tugas Akhir      | 00 |  |  |                                   |
| 95  | PK-PEA-07 | Pedoman Pelaksanaan Sidang Tugas Akhir            | 00 |  |  |                                   |
| 96  | PK-PEA-08 | Pedoman Pencetakan STLS dan Transkrip Nilai       | 00 |  |  |                                   |
|     | PK-PPK    |   |    |  |  |                                   |
|     | PK-PPA    |   |    |  |  |                                   |
|     | PK-PKA    |   |    |  |  |                                   |
| 97  | PK-PKA-02 | Panduan Konsultasi Bisnis untuk Wirausahawan Baru | 00 |  |  |                                   |
| 98  | PK-PKA-03 | Pedoman Pelaksanaan Wisuda                        | 00 |  |  |                                   |
|     | PK-HUM    |   |    |  |  |                                   |
| 99  | PK-HUM-01 | Pedoman Penyelenggaraan Acara                     | 00 |  |  |                                   |
| 100 | PK-HUM-02 | Pedoman Tatacara Identifikasi dan Evaluasi Media  | 00 |  |  |                                   |
| 101 | PK-HUM-03 | Pedoman /Standar Publikasi                        | 00 |  |  |                                   |
| 102 | PK-HUM-04 | Pedoman Pengelolaan Citra Institusi               | 00 |  |  |                                   |
|     | PK-PPM    |   |    |  |  |                                   |
| 103 | PK-PPM-01 | Pedoman Penyusunan Proposal Penelitian            | 00 |  |  |                                   |
| 104 | PK-PPM-02 | Pedoman Pengawasan Penelitian                     | 00 |  |  |                                   |



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|-----|-----------|--|----|--|--|--|
|     | PK-KAI    |  |    |  |  |  |
|     | PK-SDM    |  |    |  |  |  |
| 105 | PK-SDM-04 | Kebijakan Personalia Universitas             | 00 |  |  |  |
| 106 | PK-SDM-05 | Petunjuk/Metode <i>Performance Appraisal</i> | 00 |  |  |  |
| 107 | PK-SDM-06 | Pedoman Kepegawaian Universitas Bakrie       | 00 |  |  |  |
| 108 | PK-SDM-07 | Peraturan Kepegawaian Universitas            | 00 |  |  |  |
| 109 | PK-SDM-08 | Pedoman Beban Kerja Dosen                    | 00 |  |  |  |
|     | PK-POM    |  |    |  |  |  |
|     | PK-PPD    |  |    |  |  |  |
| 110 | PK-PPD-02 | Pedoman Keuangan                             | 00 |  |  |  |
|     | PK-PBJ    |  |    |  |  |  |
| 111 | PK-PBJ-02 | Pedoman Pengadaan                            | 00 |  |  |  |
| 112 | PK-PBJ-03 | Pedoman Pemilihan Supplier                   | 00 |  |  |  |
| 113 | PK-PBJ-04 | Pedoman Tender                               | 00 |  |  |  |
| 114 | PK-PBJ-05 | Petunjuk Penilaian Supplier                  | 00 |  |  |  |
| 115 | PK-PBJ-06 | Standar Kriteria Seleksi Supplier            | 00 |  |  |  |
|     | PK-PPI    |  |    |  |  |  |
| 116 | PK-PPI-02 | Pedoman Pemeliharaan dan Perbaikan           | 00 |  |  |  |
| 117 | PK-PPI-03 | Kebijakan Utama Sistem Informasi             | 00 |  |  |  |
| 118 | PK-PPI-04 | Pedoman Sistem Informasi Manajemen           | 00 |  |  |  |
| 119 | PK-PPI-05 | Pedoman Standar Kalibrasi Akademik           | 00 |  |  |  |
| 120 | PK-PPI-06 | Pedoman Standar Lingkungan Akademik          | 00 |  |  |  |
| 121 | PK-PPI-07 | Kebijakan dan Pedoman Data Backup            | 00 |  |  |  |
| 122 | PK-PPI-09 | Pedoman Rancangan Safety & Security          | 00 |  |  |  |
| 123 | PK-PPI-10 | Pedoman Rancangan Simulasi Safety & Security | 00 |  |  |  |
|     | PK-PPU    |  |    |  |  |  |
| 124 | PK-PPU-01 | Pedoman Renstra                              | 00 |  |  |  |
|     | PK-SMM    |  |    |  |  |  |
| 125 | PK-SMM-01 | Pedoman Pengendalian Dokumen                 | 00 |  |  |  |

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| 126 | PK-SMM-02 | Kebijakan Penyimpanan Rekaman Mutu   | 00 |                |   |  |
| 127 | PK-SMM-03 | Pedoman Otorisasi Manajemen Universitas Bakrie   | 00 |                |   |  |
| 128 | PK-SMM-04 | Statuta  | 00 |                |   |  |
|     | <b>IK</b> | <b>Instruksi Kerja</b>   |    | All Unit Kerja | UPT Penjaminan Mutu, Netshare, Unit Kerja terkait |  |
|     | IK-PAD    |  |    |                |   |  |
| 129 | IK-PAD-01 | IK Layanan Informasi di tempat   | 00 |                |   |  |
| 130 | IK-PAD-02 | IK Layanan Informasi melalui telepon   | 00 |                |   |  |
| 131 | IK-PAD-03 | IK Appointment   | 00 |                |   |  |
| 132 | IK-PAD-05 | IK Penerimaan Pendaftaran Calon Mahasiswa Baru   | 00 |                |   |  |
| 133 | IK-PAD-06 | IK Persiapan dan Pelaksanaan USM   | 00 |                |   |  |
| 134 | IK-PAD-07 | IK Pelaksanaan Penandatanganan Perjanjian Beasiswa   | 00 |                |   |  |
|     | IK-POA    |  |    |                |   |  |
|     | IK-PEA    |  |    |                |   |  |
| 135 | IK-PEA-01 | IK Persiapan Pembukaan Gerbang Kampus  | 00 |                |   |  |
| 136 | IK-PEA-03 | IK Persiapan Ruang Ujian   | 00 |                |   |  |
| 137 | IK-PEA-04 | IK Persiapan dan Penyelenggaraan Ujian   | 00 |                |   |  |
|     | IK-PPK    |  |    |                |   |  |
| 138 | IK-PPK-02 | IK Verifikasi Kurikulum Operasional (KO)   | 00 |                |   |  |
| 139 | IK-PPK-03 | IK Validasi Kurikulum Operasional (KO)   | 00 |                |   |  |
|     | IK-PPA    |  |    |                |   |  |
| 140 | IK-PPA-01 | IK Operasionalisasi Laboratorium   | 00 |                |   |  |
| 141 | IK-PPA-02 | IK Operasionalisasi BLS  | 00 |                |   |  |
| 142 | IK-PPA-03 | IK Operasionalisasi Perpustakaan (Pengolahan Buku & Koleksi Non Skripsi, Skripsi, Sirkulasi) | 00 |                |   |  |
| 143 | IK-PPA-04 | IK Operasionalisasi <i>Student Lounge</i>  | 00 |                |   |  |

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| 144 | IK-PPA-05 | IK Operasionalisasi Tax Center                                | 00 |  |  |  |
| 145 | IK-PPA-06 | IK Operasionalisasi Pojok Bursa                               | 00 |  |  |  |
|     | IK-PKA    |   |    |  |  |  |
| 146 | IK-PKA-01 | IK Pengesahan Dokumen   | 00 |  |  |  |
| 147 | IK-PKA-02 | IK Layanan Konseling & Assessment                             | 00 |  |  |  |
| 148 | IK-PKA-03 | IK Program Kunjungan ke Perusahaan <i>Potential Recruiter</i> | 00 |  |  |  |
|     | IK-HUM    |   |    |  |  |  |
| 149 | IK-HUM-01 | IK Pengelolaan Web  | 00 |  |  |  |
| 150 | IK-HUM-02 | IK Pemantauan Publikasi                                       | 00 |  |  |  |
|     | IK-PPM    |   |    |  |  |  |
| 151 | IK-PPM-01 | IK Persiapan dan Penyelenggaraan Seminar Internal             | 00 |  |  |  |
|     | IK-KAI    |   |    |  |  |  |
|     | IK-SDM    |   |    |  |  |  |
| 152 | IK-SDM-04 | IK Pemantauan Masa Percobaan Karyawan                         | 00 |  |  |  |
| 153 | IK-SDM-05 | IK Pelaksanaan Pelatihan Karyawan                             | 00 |  |  |  |
| 154 | IK-SDM-06 | IK Persiapan Pelatihan Karyawan                               | 00 |  |  |  |
| 155 | IK-SDM-08 | IK Kepesertaan Seminar (untuk Dosen)                          | 00 |  |  |  |
| 156 | IK-SDM-10 | IK Pengurusan Kenaikan JJA                                    | 00 |  |  |  |
| 157 | IK-SDM-11 | IK Pengurusan Serdos  | 00 |  |  |  |
|     | IK-POM    |   |    |  |  |  |
|     | IK-PPD    |   |    |  |  |  |
|     | IK-PBJ    |   |    |  |  |  |
| 158 | IK-PBJ-01 | IK Penerimaan Barang  | 00 |  |  |  |
| 159 | IK-PBJ-02 | IK Stock Handling   | 00 |  |  |  |
| 160 | IK-PBJ-03 | IK Stock Opname   | 00 |  |  |  |
|     | IK-PPI    |   |    |  |  |  |
| 161 | IK-PPI-01 | IK Kalibrasi Perangkat  | 00 |  |  |  |
| 162 | IK-PPI-02 | IK Kalibrasi Akademik   | 00 |  |  |  |
|     | IK-PPU    |   |    |  |  |  |
|     | IK-SMM    |   |    |  |  |  |

|     | F        | Formulir   |    | All Unit Kerja | UPT<br>Penjaminan<br>Mutu,<br>Netshare, Unit<br>Kerja terkait |  |
|-----|----------|--|----|----------------|---|--|
|     | F-PAD    |  |    |                |   |  |
| 163 | F-PAD-04 | Form Keluhan   | 00 |                |   |  |
| 164 | F-PAD-06 | Formulir Pendaftaran<br>Camaba   | 00 |                |   |  |
| 165 | F-PAD-07 | Form Kwitansi Bukti<br>Pembayaran USM  | 00 |                |   |  |
| 166 | F-PAD-08 | Form (Surat Pernyataan<br>Maba Penerimaan<br>Beasiswa, Reguler<br>Bebas SPP & Reguler) | 00 |                |   |  |
| 167 | F-PAD-14 | Format Perjanjian<br>Beasiswa dengan<br>Mahasiswa                                      | 00 |                |   |  |
|     | F-POA    |  |    |                |   |  |
| 168 | F-POA-01 | Kurikulum Operasional  | 00 |                |   |  |
| 169 | F-POA-02 | Rencana Kerja Tahunan<br>(RKT)   | 00 |                |   |  |
| 170 | F-POA-04 | Format <i>Class Activity<br/>Report</i>  | 00 |                |   |  |
|     | F-PEA    |  |    |                |   |  |
| 171 | F-PEA-05 | Format Absensi Dosen<br>dan Mahasiswa  | 00 |                |   |  |
| 172 | F-PEA-07 | Check List Kondisi Fisik<br>& Fasilitas Fisik Sesi<br>PBM                              | 00 |                |   |  |
| 173 | F-PEA-16 | Format <i>Clearance<br/>Checklist</i> untuk Yudisium                                   | 00 |                |   |  |
|     | F-PPK    |  |    |                |   |  |
| 174 | F-PPK-01 | Format Usulan<br>Penyempurnaan<br>Kurikulum Operasional                                | 00 |                |   |  |
| 175 | F-PPK-02 | Format Laporan Evaluasi<br>Pelaksanaan Sosialisasi<br>KO                               | 00 |                |   |  |
|     | F-PPA    |  |    |                |   |  |
| 176 | F-PPA-01 | Check List Kelengkapan<br>Pendukung Akademik<br>Pra Operasi                            | 00 |                |   |  |
| 177 | F-PPA-02 | Check List Kesiapan<br>Operasionalisasi<br>Laboratorium                                | 00 |                |   |  |
| 178 | F-PPA-03 | Check List Kesiapan<br>Operasionalisasi BLS  | 00 |                |   |  |
| 179 | F-PPA-06 | Check List Kesiapan<br>Operasionalisasi Tax<br>Center                                  | 00 |                |   |  |
| 180 | F-PPA-08 | Kartu Kontrol<br>Operasional<br>Laboratorium   | 00 |                |   |  |

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| 181 | F-PPA-09 | Kartu Kontrol Operasional BLS                          | 00 |  |  |  |
| 182 | F-PPA-12 | Kartu Kontrol Operasional Tax Center                   | 00 |  |  |  |
| 183 | F-PPA-14 | Form Evaluasi Operasional Laboratorium                 | 00 |  |  |  |
| 184 | F-PPA-15 | Form Evaluasi Operasional BLS                          | 00 |  |  |  |
| 185 | F-PPA-18 | Form Evaluasi Operasional Tax Center                   | 00 |  |  |  |
|     | F-PKA    |  |    |  |  |  |
| 186 | F-PKA-02 | Formulir Permohonan Surat                              | 00 |  |  |  |
| 187 | F-PKA-03 | Formulir Penggantian ID Card                           | 00 |  |  |  |
| 188 | F-PKA-04 | Formulir Permintaan Legalisir KHS/Ijazah dan Transkrip | 00 |  |  |  |
| 189 | F-PKA-07 | Log Book Layanan Konseling & Assesmen                  | 00 |  |  |  |
| 190 | F-PKA-09 | Format Laporan Hasil Layanan                           | 00 |  |  |  |
| 191 | F-PKA-13 | Kuesioner Minat dan rencana Karir Mahasiswa            | 00 |  |  |  |
| 192 | F-PKA-14 | Database Karir   | 00 |  |  |  |
| 193 | F-PKA-15 | Database Alumni  | 00 |  |  |  |
|     | F-HUM    |  |    |  |  |  |
| 194 | F-HUM-01 | Check List Kesiapan Acara                              | 00 |  |  |  |
| 195 | F-HUM-02 | Check List Pemantauan Penyelenggaraan Acara            | 00 |  |  |  |
| 196 | F-HUM-04 | Format Rencana Publikasi dan Format Publikasi          | 00 |  |  |  |
| 197 | F-HUM-05 | Log Book Publikasi                                     | 00 |  |  |  |
| 198 | F-HUM-06 | Form Permintaan Publikasi                              | 00 |  |  |  |
| 199 | F-HUM-07 | Format Laporan Pemantauan Berita                       | 00 |  |  |  |
|     | F-PPM    |  |    |  |  |  |
| 200 | F-PPM-02 | Format Surat Perjanjian Penelitian                     | 00 |  |  |  |
| 201 | F-PPM-03 | Format Laporan Hasil Penelitian                        | 00 |  |  |  |
|     | F-KAI    |  |    |  |  |  |
| 202 | F-KAI-01 | Format Proposal Kerjasama                              | 00 |  |  |  |
| 203 | F-KAI-02 | Format Dokumen Kerjasama                               | 00 |  |  |  |
|     | F-SDM    |  |    |  |  |  |
| 204 | F-SDM-01 | Struktur Organisasi                                    | 00 |  |  |  |

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| 205 | F-SDM-02 | Form Kebutuhan Karyawan & Dosen  | 00 |  |  |  |
| 206 | F-SDM-03 | Form Isian Data karyawan & Dosen   | 00 |  |  |  |
| 207 | F-SDM-04 | Form Interview   | 00 |  |  |  |
| 208 | F-SDM-06 | Form Kebutuhan Pengembangan Karyawan & Dosen   | 00 |  |  |  |
| 209 | F-SDM-08 | Form Penilaian ( <i>Performance Appraisal</i> ) Karyawan (Atasan & Teman Sejawat) dan Dosen (Atasan) | 00 |  |  |  |
| 210 | F-SDM-09 | Form Penilaian ( <i>Performance Appraisal</i> ) Dosen Sejawat  | 00 |  |  |  |
| 211 | F-SDM-14 | Format Rekap Hasil Penilaian Kinerja Karyawan (tmsk Dosen)   | 00 |  |  |  |
| 212 | F-SDM-16 | Form Usulan Perubahan Rate Dosen Tidak Tetap   | 00 |  |  |  |
|     | F-POM    |  |    |  |  |  |
| 213 | F-POM-01 | Log Book Kegiatan Kemahasiswaan  | 00 |  |  |  |
| 214 | F-POM-02 | Format Laporan Kegiatan Kemahasiswaan  | 00 |  |  |  |
| 215 | F-POM-03 | Format surat Ijin Mahasiswa  | 00 |  |  |  |
|     | F-PPD    |  |    |  |  |  |
| 216 | F-PPD-01 | Format Tanda Bukti Pembayaran  | 00 |  |  |  |
| 217 | F-PPD-02 | Format Kesepakatan Pelunasan Biaya Kuliah  | 00 |  |  |  |
| 218 | F-PPD-03 | Format Tagihan/Invoice   | 00 |  |  |  |
| 219 | F-PPD-04 | Form Permohonan Pengeluaran Dana   | 00 |  |  |  |
| 220 | F-PPD-05 | Payment Voucher  | 00 |  |  |  |
| 221 | F-PPD-06 | Form Cash Advance  | 00 |  |  |  |
| 222 | F-PPD-07 | Form Reimbursement   | 00 |  |  |  |
| 223 | F-PPD-08 | Tanda Terima Pembayaran  | 00 |  |  |  |
| 224 | F-PPD-09 | Form Permintaan Refund   | 00 |  |  |  |
| 225 | F-PPD-10 | Format Jurnal BR   | 00 |  |  |  |
| 226 | F-PPD-11 | Format Jurnal BP   | 00 |  |  |  |
| 227 | F-PPD-12 | Format Jurnal MJ   | 00 |  |  |  |
| 228 | F-PPD-14 | Format Laporan Keuangan  | 00 |  |  |  |
| 229 | F-PPD-15 | Form Permohonan Pembayaran   | 00 |  |  |  |
| 230 | F-PPD-16 | Check List Penetapan Biaya Kuliah Mahasiswa  | 00 |  |  |  |

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|     | F-PBJ    |   |    |  |  |  |
| 231 | F-PBJ-01 | Form Permintaan Barang (FPB)                              | 00 |  |  |  |
| 232 | F-PBJ-02 | Purchase Request  | 00 |  |  |  |
| 233 | F-PBJ-03 | Format Purchase Order/ Surat Perintah Kerja               | 00 |  |  |  |
| 234 | F-PBJ-04 | Check List Pemantauan Pembelian                           | 00 |  |  |  |
| 235 | F-PBJ-05 | Format Laporan Kinerja Supplier                           | 00 |  |  |  |
| 236 | F-PBJ-06 | Form Kinerja Vendor (FKV)                                 | 00 |  |  |  |
| 237 | F-PBJ-07 | Format Kartu Stock  | 00 |  |  |  |
| 238 | F-PBJ-08 | Form Berita Acara Serah Terima Barang (BASTB)             | 00 |  |  |  |
| 239 | F-PBJ-09 | Approved Vendor List (AVL)                                | 00 |  |  |  |
|     | F-PPI    |   |    |  |  |  |
| 240 | F-PPI-01 | Format Data Inventaris                                    | 00 |  |  |  |
| 241 | F-PPI-03 | Kartu Riwayat   | 00 |  |  |  |
| 242 | F-PPI-04 | Format Rencana Pemeliharaan dan Perbaikan                 | 00 |  |  |  |
| 243 | F-PPI-05 | Check List Pendataan dan Persiapan pemeliharaan/Perbaikan | 00 |  |  |  |
| 244 | F-PPI-06 | Format Laporan Kerusakan                                  | 00 |  |  |  |
| 245 | F-PPI-07 | Format Laporan Perbaikan                                  | 00 |  |  |  |
| 246 | F-PPI-12 | Form Permintaan Perubahan Kebijakan                       | 00 |  |  |  |
| 247 | F-PPI-14 | Berita Acara Serah Terima Barang (BASTB) Informasi        | 00 |  |  |  |
| 248 | F-PPI-21 | Check List Pemantauan Lingkungan Akademik                 | 00 |  |  |  |
| 249 | F-PPI-23 | Format Laporan Data (Backup, Retrive, Pengaksesan)        | 00 |  |  |  |
| 250 | F-PPI-25 | Form Permintaan Data (Backup, Retrive)                    | 00 |  |  |  |
| 251 | F-PPI-33 | Check List Penggunaan Lahan                               | 00 |  |  |  |
| 252 | F-PPI-34 | Form Pengadaan Fasilitas Sistem Informasi                 | 00 |  |  |  |
| 253 | F-PPI-35 | Form Permintaan Barang (FPB)                              | 00 |  |  |  |
|     | F-PPU    |   |    |  |  |  |
| 254 | F-PPU-01 | Daftar Sasaran Mutu (Seluruh Unit Kerja)                  | 00 |  |  |  |
|     | F-SMM    |   |    |  |  |  |

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| 255 | F-SMM-01 | Form Usulan Pembuatan/Perubahan Dokumen                       | 00 |  |  |                                   |
| 256 | F-SMM-02 | Daftar Induk Dokumen  | 01 |  |  | Revisi terakhir tgl. 3 Agust 2012 |
| 257 | F-SMM-03 | Tanda Terima Dokumen  | 00 |  |  |                                   |
| 258 | F-SMM-06 | Daftar Rekaman Mutu   | 00 |  |  |                                   |
| 259 | F-SMM-07 | Format Berita Acara Disposisi Dokumen dan Rekaman Mutu        | 00 |  |  |                                   |
| 260 | F-SMM-08 | Form <i>Corrective &amp; Preventive Action Request</i> (CPAR) | 01 |  |  | Revisi terakhir tgl. 31 Juli 2012 |
| 261 | F-SMM-09 | Jadwal Internal Audit   | 00 |  |  |                                   |
| 262 | F-SMM-10 | Format Rencana Audit Mutu Internal                            | 00 |  |  |                                   |
| 263 | F-SMM-11 | Form Permintaan Internal Audit                                | 00 |  |  |                                   |
| 264 | F-SMM-12 | Form Audit check List   | 00 |  |  |                                   |
| 265 | F-SMM-13 | Format Laporan Audit Internal                                 | 00 |  |  |                                   |
| 266 | F-SMM-14 | Form Usulan Perbaikan/Perenyempurnaan Sistem Manajemen Mutu   | 00 |  |  |                                   |
| 267 | F-SMM-15 | Daftar Peraturan dan Regulasi                                 | 01 |  |  | Revisi terakhir tgl. 3 Agust 2012 |
| 268 | F-SMM-15 | Format Notulen Rapat  | 00 |  |  |                                   |
| 269 | F-SMM-16 | Format SK (Surat Keputusan)                                   | 00 |  |  |                                   |
| 270 | F-SMM-17 | Format Kertas u/ Dokumen (mis. Proposal, Lap., dll)           | 00 |  |  |                                   |
| 271 | F-SMM-18 | Format Kertas u/ Surat Keluar                                 | 00 |  |  |                                   |
| 272 | F-SMM-19 | Format Internal Memo  | 00 |  |  |                                   |
| 273 | F-SMM-20 | Form Daftar Hadir   | 00 |  |  |                                   |
| 274 | F-SMM-21 | Kalender Universitas  | 00 |  |  |                                   |



