

Prepared by : Head of Research Centre	KEGIATAN PELATIHAN	Date : 1 Maret 2020
Checked by: Director of LP3M		Revision : 00
Approved by: QA		Doc. No.: sop-rc/kp/11/ikb/03/2020/00

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

Sebagai prosedur untuk merencanakan dan membuat laporan akhir kegiatan pelatihan

2. Ruang Lingkup:

Scope:

Dosen, Research Centre, Departemen Finance, LPPPM, Wakil Rektor 1

3. Tanggung Jawab:

Responsibilities:

1. Ketua RC membuat laporan kegiatan pelatihan
2. Admin RC melakukan arsip.
3. Direktur LPPPM, Sahkan laporan Kegiatan penelitian

4. Referensi:

Reference:


5. Definisi:

Definition:



Approved By

Director of LP3M



QA /MR

Document Control

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