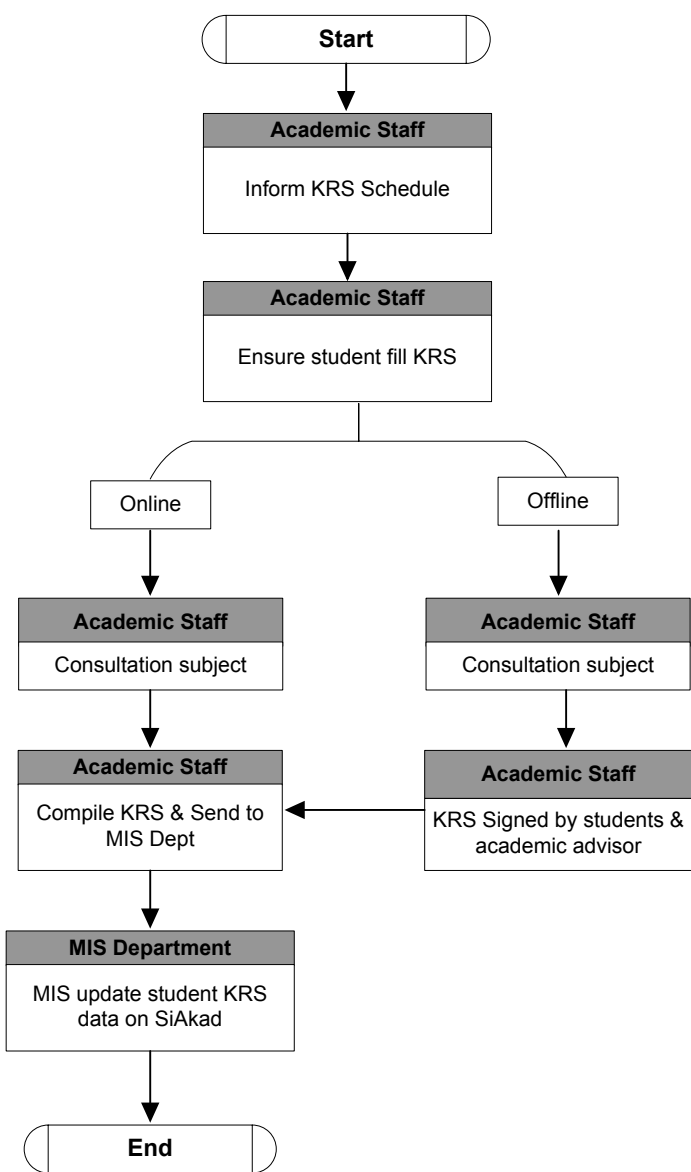


Prepared by : Academic Staff	Completion of "KRS"	Date : 25 November 2020
Checked by : Academic Manager		Revision : 02
Approved by: Quality Assurance	Doc No: sop-acd/cofkr/04/ikb/03/2020/00	Page : 01

STANDARD OPERATING PROCEDURE



Document	Reference
<ul style="list-style-type: none"> - KRS Schedule - KRS Form - Invoice - Payment slip 	<p>Academic inform to students regarding KRS Online & KRS offline schedule by email. KRS Online held 5 days for students who will take semester package.</p> <p>KRS Offline held only on Saturday for students who have repeat subject or extend semester and new students.</p>
<ul style="list-style-type: none"> - Class Schedule - Transcript - Curriculum - KRS Form 	<p>Academic Along with Finance Department check validity students payment status (date of payment, students name, NIM, nominal payment) for avoiding manipulation KRS Form.</p> <p>Academic Staff suggest students to fill online KRS to take package subject for new students. Ensure students fill KRS Form truly with name, NIM, Batch, major, semester, academic year, class schedule and sign students.</p>
<ul style="list-style-type: none"> - KRS Form 	<p>For KRS students with Repeat and extend semester should consultation regarding failed subject, conversion, and have not taken the subject with Academic Manager/ Deputy Academic Manager. Maximum subject per semester is 18 credits Minimum grading subject is B-.</p> <p>If the KRS Form have signed between students and academic advisor, Academic advisor give white Form KRS to students, and others KRS Form give to academic.</p> <p>Academic compile KRS Form based on program and send the blue form to MIS Department and the yellow KRS form to Finance Department.</p>
<ul style="list-style-type: none"> - Attendance List 	<p>Academic received attendance list based on class. If any not complete list, academic will send back to MIS Dept.</p>