

Prepared By: Assistant PGP Director	<b>Class Schedule</b>	Date: 28 December 2020	
Checked By: MR		Revision: 00	
Approval By: Director	Doc No: WI-ACD/CS/14/IKB/12/2020/00	Page: 01 of 01	
<b>WORKING INSTRUCTION</b>			
<b>1. Objective :</b> Regulates the procedure for lecture schedules			
<b>2. Person In Charge</b> Academic, Marketing Staff, Director PGP			
<b>3. Phase of Process</b>			
No	Description and Phase of Process	PIC	Document
1.	Marketing Admission sends the data regarding the number of new students	Marketing Staff	List new students
2.	Preparation of the courses carried out based on the curriculum been reviewed every semester	AM	Curriculum
3.	In the mid of semester, AM send an email to the Lecturer to ask the Willingness and some options on the teaching schedule in the next semester.	AM	Template email
4.	Distribution of the lecturer is based On the competence of academic subjects, practical subjects, supporting subjects and international subjects.	AM	Map of the distribution of lecturers
5.	Class division is done by batch, Program, major, class, day. Academic determine venue based on the number of students.	AM	Class schedule
6.	Academic asking for review and Approval from the Director of PGP, including the honorarium of every lecturer.	SAM, AM & Director PGP	Class schedule
7.	Academic ask the willingness lecturers to teach		

	If Lecturer are not willing because of the time, it will revise the academic back by redeeming the other lecturers as long as the subjects are the same, if not complete it will be	AM	Class schedule
	Offered to other lecturers who are willing.		
8.	Fixed class schedule will be released to the MIS as a reference student doing KRS	AM & MIS	Class schedule

