

Prepared By: assistant PGP Director	<b>New Lecturers</b>	Date: 28 December 2020
Checked By: MR		Revision: 00
Approval By: Director	Doc No: WI-ACD/NL/18/IKB/12/2020/00	Page: 01 of 01

### WORKING INSTRUCTION

1. Objective

2. Person In Charge

Academic, Director of PGP

3. Phase of Process

No	Description and Phase of Process	PIC	Document
1.	Prospective lecturers send the CV to the academic	Academic Staff	Lecturers CV
2.	Academic submitted to the management of PGP.	Academic Staff	Lecturers CV
3	Management discussed, if it is agreed then submitted to CEO, if not, returned to academic	Academic Staff & Director of PGP	Lecturers CV
4	Candidate lecturers who have been approved to be followed up by an academic for the signing of contracts and collect other files.	Academic Staff	Lecturer contract ; documents for NIDN; bank account (BRI) on behalf of the lecturer
5	Once signed, the contract Copied to original whereas academic evidence submitted to HRD	Academic Staff	Lecturer contract

