**DAFTAR SOP FAKULTAS ILMU KESEHATAN 2020**

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| **NO.** | **SOP** | **KODE** | **TGL TERBIT** | **REVISI** | **KETERANGAN** | |
| **ADA** | **BELUM** |
| 1. | SOP PERKULIAHAN | SOP/LP3MPT/FIK/D.03-2 | 12/02/2020 | 0 |  |  |
| 2. | SOP UTS DAN UAS | SOP/LP3MPT/SPMI/STD/D.07-10 | 30/04/ 2015 | 0 |  |  |
| 3. | SOP PEMBUATAN SOAL UAS | SOP/LP3MPT/SPMI/STD/D.07-11 | 30/04/2015 | 0 |  |  |
| 4. | SOP PRAKTEK KERJA LAPANGAN | SOP/LP3MPT/FIK/D.03-3 | 12/02/2020 | 0 |  |  |
| 5 | SOP PELAKSANAAN DAN UJIAN KTI | SOP/LP3MPT/FIK/D.03-3 | 12/02/2020 | 0 |  |  |
| 6 | SOP PENGGUNAAN SARPRAS LABORATORIUM UNTUK PRAKTIKUM | SOP/LP3MPT/FIK/D.08-2 | 12/02/2020 | 0 |  |  |
| 7 | SOP PENGGUNAAN SARPRAS LABORATORIUM UNTUK PENELITIAN | SOP/LP3MPT/FIK/D.08-1 | 12/02/2020 | 0 |  |  |
| 8 | SOP ADMINISTRASI DAN KESEKRETARIATAN FIK | SOP/LP3MPT/FIK/B.01-1 | 12/02/2020 | 0 |  |  |

**DAFTAR FORMULIR DAN INSTRUKSI KERJA SOP**

**PROGRAM STUDI D-III FARMASI DAN D-III ANALIS KESEHATAN**

**FAKULTAS ILMU KESEHATAN 2020**

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| **NO.** | **NAMA FORMULIR/INSTRUKSI KERJA** | **KODE** | **TGL TERBIT** | **REVISI** | **KETERANGAN** | |
| **ADA** | **BELUM** |
| **A.** | **SOP PERKULIAHAN** | | | | | |
| 1 | FORMULIR DAFTAR HADIR KULIAH DOSEN | F/LP3MPT/FIK/D.03-2.a) | 12/02/2020 | 0 |  |  |
| 2 | FORMULIR DAFTAR HADIR KULIAH MAHASISWA | F/LP3MPT/FIK/D.03-2.b | 12/02/2020 | 0 |  |  |
| 3 | JADWAL PERKULIAHAN | F/LP3MPT/FIK/D.03-2.c | 12/02/2020 | 0 |  |  |
| 4 | JADWAL UJIAN AKHIR SEMESTER | F/LP3MPT/FIK/D.03-2.d) | 12/02/2020 | 0 |  |  |
| 5 | BERITA ACARA PENYELENGGARAAN UAS | F/LP3MPT/FIK/D.03-2.e | 12/02/2020 | 0 |  |  |
| 6 | SK DEKAN PENGANGKATAN DOSEN PENGAMPU MATA KULIAH | F/LP3MPT/FIK/D.03-2.f | 12/02/2020 | 0 |  |  |
| 7 | KONTRAK PERKULIAHAN | F/LP3MPT/FIK/D.03-2.g) | 12/02/2020 | 0 |  |  |
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| **B.** | **SOP PRAKTEK KERJA LAPANGAN** | | | | | |
| 1 | BUKU PANDUAN PKL | IK/LP3MPT/FIK/D.03-1) | 12/02/2020 | 0 |  |  |
| 2 | DAFTAR PESERTA PKL | F/LP3MPT/FIK/D.03-3.f) | 12/02/2020 | 0 |  |  |
| 3 | PERMOHONAN IJIN PKL | F/LP3MPT/FIK/D.03-3.g) | 12/02/2020 | 0 |  |  |
| 4 | NASKAH PERJANJIAN KERJASAMA PKL | F/LP3MPT/FIK/D.03-3.i) | 12/02/2020 | 0 |  |  |
| 5 | DAFTAR HADIR PEMBEKALAN PKL | F/LP3MPT/FIK/D.03-3.a | 12/02/2020 | 0 |  |  |
| 6 | DAFTAR HADIR MAHASISWA PKL | F/LP3MPT/FIK/D.03-3.b) | 12/02/2020 | 0 |  |  |
| 7 | DAFTAR HADIR UJIAN PKL | F/LP3MPT/FIK/D.0-3.c | 12/02/2020 | 0 |  |  |
| 8 | DAFTAR NILAI AKHIR PKL | F/LP3MPT/FIK/D.03-3.d | 12/02/2020 | 0 |  |  |
| 9 | PENILAIAN PKL | F/LP3MPT/FIK/D.03-3.e | 12/02/2020 | 0 |  |  |
| 10 | FORMULIR DISTRIBUSI LAPORAN PKL | BELUM TEREGISTRASI |  |  |  |  |
| 11 | LEMBAR MONITORING PELAKSANAAN PKL | F/LP3MPT/FIK/D.03-3.h | 12/02/2020 | 0 |  |  |
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| **C.** | **SOP PELAKSANAAN DAN UJIAN KTI** | | | | | |
| 1 | PEDOMAN PENULISAN KTI | IK/LP3MPT/FIK/D.07-1 | 12/02/2020 | 0 |  |  |
| 2 | *LOG BOOK* PEMBIMBINGAN KTI UNTUK MAHASISWA | BELUM TEREGISTRASI |  |  |  |  |
| 3 | *LOG BOOK* PEMBIMBINGAN KTI UNTUK DOSEN | BELUM TEREGISTRASI |  |  |  |  |
| 4 | KARTU KENDALI MUTU KTI | F/LP3MPT/FIK/D.07-3.a) | 12/02/2020 | 0 |  |  |
| 5 | FORMULIR PENDAFTARAN UJIAN KTI | F/LP3MPT/FIK/D.07-3.b | 12/02/2020 | 0 |  |  |
| 6 | BERITA ACARA DAN PENILAIAN UJIAN KTI | F/LP3MPT/FIK/D.07-3.c) | 12/02/2020 | 0 |  |  |
| 7 | DAFTAR HADIR PESERTA UJIAN KTI | F/LP3MPT/FIK/D.07-3.d) | 12/02/2020 | 0 |  |  |
| 8 | PENGUMUMAN HASIL SELEKSI JUDUL KTI | F/LP3MPT/FIK/D.07-3.e | 12/02/2020 | 0 |  |  |
| 9 | JADWAL UJIAN KTI | F/LP3MPT/FIK/D.07-3.f) | 12/02/2020 | 0 |  |  |
| 10 | LEMBAR PENILAIAN KTI | F/LP3MPT/FIK/D.07-3.g) | 12/02/2020 | 0 |  |  |
| 11 | LEMBAR REVISI TIM PENGUJI KTI | F/LP3MPT/FIK/D.07-3.h | 12/02/2020 | 0 |  |  |
| 12 | SK PENGANGKATAN PEMBIMBING KTI | F/LP3MPT/FIK/B.01-10.b | 12/02/2020 | 0 |  |  |
| 13 | Rekapan Nilai KTI | F/LP3MPT/FIK/D.07-3.i | 12/02/2020 | 0 |  |  |
| 14 | FORMULIR DISTRIBUSI KTI | BELUM TEREGISTRASI |  |  |  |  |
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| D. | **SOP PEMBIMBINGAN AKADEMIK** | | | | | |
| 1. | BUKU PEMBIMBINGAN AKADEMIK UNTUK MAHASISWA | BELUM TEREGISTRASI |  |  |  |  |
| 2. | BUKU PEMBIMBINGAN AKADEMIK UNTUK DOSEN PEMBIMBING AKADEMIK (PA) | BELUM TEREGISTRASI |  |  |  |  |
| 3 | SK DEKAN PENETAPAN DOSEN PA | F/LP3MPT/FIK/B.01-10.b | 12/02/2020 | 0 |  |  |
| 4 | KARTU RENCANA STUDI (KRS) | FORMULIR SOP BAA |  |  |  |  |
| 5 | KARTU PERUBAHAN RENCANA STUDI(KPRS) | FORMULIR SOP BAA |  |  |  |  |
| 6 | KARTU HASIL STUDI (KHS) | FORMULIR SOP BAA |  |  |  |  |
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| E | **SOP PENGGUNAAN SARPRAS LABORATORIUM UNTUK PRAKTIKUM** | | | | | |
| 1 | FORMULIR DAFTAR PEMINJAMAN ALAT PRAKTIKUM LABORATORIUM FIK | F/LP3MPT/FIK/D.08-2.a | 12/02/2020 | 0 |  |  |
| 2 | FORMULIR DAFTAR PERMINTAAN BAHAN PRAKTIKUM LABORATORIUM FIK | F/LP3MPT/FIK/D.08-2.b) | 12/02/2020 | 0 |  |  |
| 3 | FORMULIR DAFTAR HADIR PRAKTIKUM | F/LP3MPT/FIK/D.08-2.c | 12/02/2020 | 0 |  |  |
| 4 | FORMULIR PENILAIAN PRAKTIKUM | F/LP3MPT/FIK/D.08-2.d) | 12/02/2020 | 0 |  |  |
| 5 | FORMULIR JADWAL PERKULIAHAN | F/LP3MPT/FIK/D.03-2.c) | 12/02/2020 | 0 |  |  |
| 6 | FORMULIR *STOCK OPNAME* LABORATORIUM FIK | F/LP3MPT/FIK/D.08-2.e) | 12/02/2020 | 0 |  |  |
| 7 | FORMULIR BERITA ACARA PENYELENGGARAAN PRAKTIKUM | F/LP3MPT/FIK/D.08-2.f | 12/02/2020 | 0 |  |  |
| 8 | FORMULIR KARTU KONTROL PRAKTIKUM | F/LP3MPT/FIK/D.08-2.g) | 12/02/2020 | 0 |  |  |
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| F | **SOP PENGGUNAAN SARPRAS LABORATORIUM UNTUK PENELITIAN** | | | | | |
| 1 | FORMULIR DAFTAR PEMINJAMAN ALAT PRAKTIKUM LABORATORIUM FIK | F/LP3MPT/FIK/D.08-2.a) | 12/02/2020 | 0 |  |  |
| 2 | FORMULIR DAFTAR PERMINTAAN BAHAN LABORATORIUM FIK | F/LP3MPT/FIK/D.08-2.b) | 12/02/2020 | 0 |  |  |
| 3 | SURAT BALASAN PENELITIAN | F/LP3MPT/FIK/D.08-1.a) | 12/02/2020 | 0 |  |  |
| 4 | FORMULIR DATA HASIL UJI PENELITIAN | F/LP3MPT/FIK/D.08-1.b) | 12/02/2020 | 0 |  |  |
| 5 | SURAT IJIN PENELITIAN | (F/LP3MPT/FIK/D.08-1.c) | 12/02/2020 | 0 |  |  |
| 6 | BUKU REGISTRASI PENELITIAN | F/LP3MPT/FIK/D.08-1.d) | 12/02/2020 | 0 |  |  |
| 7 | FORMULIR BERITA ACARA KERUSAKAN/HILANG DAN PENGGANTIAN ALAT | F/LP3MPT/FIK/D.08-1.e) | 12/02/2020 | 0 |  |  |
| 8 | NOTA PEMBAYARAN | F/LP3MPT/FIK/D.08-1.f) | 12/02/2020 | 0 |  |  |
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**DAFTAR FORMULIR DAN INSTRUKSI KERJA SOP ADMINISTRASI DAN KESEKRETARIATAN**

**FAKULTAS ILMU KESEHATAN 2020**

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| **NO.** | **NAMA FORMULIR/INSTRUKSI KERJA** | **KODE** | **TGL TERBIT** | **REVISI** | **KETERANGAN** | |
| **ADA** | **BELUM** |
| **A.** | **SOP ADMINISTRASI DAN KESEKRETARIATAN FIK** | | | | | |
| 1. | FORMULIR SURAT MASUK | F/LP3MPT/FIK/B.01-1.b) | 12/02/2020 | 0 |  |  |
| 2. | FORMULIR SURAT KELUAR | F/LP3MPT/FIK/B.01-1.c | 12/02/2020 | 0 |  |  |
| 3. | FORMULIR BUKU LEGALISIR | F/LP3MPT/FIK/B.01-1.a | 12/02/2020 | 0 |  |  |
| 4. | FORMULIR PENGAJUAN SURAT FIK | F/LP3MPT/FIK/B.01-1.d) | 12/02/2020 | 0 |  |  |
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| B. | SOP KESEKRETARIATAN FIK | | | | | |
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| C. | SOP KEMAHASISWAAN FIK | | | | | |
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