

ABSTRACT

Telkom University was established on August 14, 2013 based on the Decree of the Director General of Higher Education Permendikbud Number 309 / E / 0/2013. The Company has owned and operated SOPs to conduct lecturing process, but the procedure is still not in accordance with the requirements of the National Standard of Higher Education Permendikbud No.49 of 2014.

In this study the authors do the design of SOPs based on National Standards of Higher Education based Permendikbud No.49 of 2014 to improve the actual SOP of the company. The data used is the actual SOP of the company and the requirements of National Standard of Higher Education Permendikbud No.49 of 2014 The data is used to perform data processing by identifying the gap between the requirements with the actual procedure conditions. After that done activity analysis and streamlining using BPI method. Then do the analysis and design to get the SOP proposal in accordance with the requirements of National Standards of Higher Education Permendikbud No.49 of 2014.

The draft proposed in this research is the business process and SOP Lecturing Process that is in accordance with the requirements of National Standards of Higher Education Permendikbud No.49 of 2014.

Keywords: National Higher Education Standards Permendikbud No.49 of 2014, SOP (Standard Operating Procedure), BPI (Business Process Improvement)