

FORMULIR
AKADEMI KULINER DAN PATISERI OTTIMMO
INTERNASIONAL



AKADEMI KULINER DAN PATISERI
OTTIMMO INTERNASIONAL
Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya
Telp./Fax. +6231 5116 0199/+6231 740 8805
Email: info@ottimmo.ac.id

SURAT KEPUTUSAN
Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasioanl
No : 119/SK/OTM/IV/2018

Tentang:



Penetapan Formulir Sistem Penjaminan Mutu Internal
Akademi Kuliner dan Patiseri OTTIMMO Internasional

- imbang : a. bahwa dalam rangka penyelenggaraan pendidikan pada perguruan tinggi perlu adanya Formulir Sistem Penjaminan Mutu Internal di Akademi Kuliner dan Patiseri OTTIMMO Internasional
- b. bahwa di dalam formulir Sistem Penjaminan Mutu Internal diantaranya tercantum alur yang mencakup komponen-komponen tentang keefektifan dan efisiensi pengelolaan pendidikan di Akademi Kuliner dan Patiseri OTTIMMO Internasional
- c. Sehubungan dengan butir a dan b di atas perlu diterbitkan Surat Keputusan sebagai pedoman dan landasan hukum
- ingat : 1. Undang undang Republik Indonesia No 20 tahun 2003 tentang Sistem Pendidikan Tinggi Nasional
2. Undang undang Republik Indonesia No 14 Tahun 2005 tentang Guru dan Dosen
3. Undang undang Republik Indonesia No 12 Tahun 2012 tentang Pendidikan Tinggi
4. Peraturan pemerintah Republik Indonesia No 19 Tahun 2005 tentang Standar Nasional Pendidikan Tinggi
5. Peraturan pemerintah Republik Indonesia No 32 Tahun 2013 tentang Perubahan atas peraturan pemerintah No 19 tahun 2005 tentang Standar Nasional Pendidikan
6. Peraturan pemerintah Republik Indonesia No 4 tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi
7. Peraturan Menteri Riset, teknologi, dan Pendidikan Tinggi Republik Indonesia No 44 Tahun 2015 tentang Standar Nasional Pendidikan Tinggi
8. Surat Keputusan Menteri Pendidikan dan Kebudayaan No 44/E/O/2014 tanggal 29 April 2014 tentang Izin Pendirian Akademi Kuliner dan Patiseri OTTIMMO Internasional
9. Statuta Akademi Kuliner dan Patiseri OTTIMMO Internasional
10. Surat Keputusan Yayasan Peritia Internasional nomor 45a/SK/PERITIA/VII/2013 tanggal 1 Juli 2013 tentang pengangkatan Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasional

Memutuskan:

- Menetapkan : Surat Keputusan Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasional tentang Penetapan Formulir Sistem Penjaminan Mutu Internal.
- Pertama : Menetapkan Formulir Sistem Penjaminan Mutu Internal Akademi Kuliner dan Patiseri OTTIMMO Internasional
- Kedua : Keputusan ini berlaku sejak tanggal ditetapkannya dengan ketentuan apabila dikemudian hari ternyata terdapat kekeliruan dalam penetapan ini akan diadakan perbaikan sebagaimana mestinya
- Ketiga : Keputusan ini berlaku sejak tanggal ditetapkannya dengan ketentuan apabila dikemudian hari ternyata terdapat kekeliruan dalam penetapan ini akan diadakan perbaikan sebagaimana mestinya

Ditetapkan di : Surabaya,
Pada tanggal : 04 April 2018



Zafdy Iskandar, B.Sc
Direktur Akademi






FORMULIR SPMI	No. Dokumen	:	FM /LPM
	Section	:	iii
	Revisi	:	00
LEMBAR PENGESAHAN	Tanggal Terbit	:	04 APR 2018

LEMBAR PENGESAHAN



Surabaya, **04 APR 2018** 2018

Diajukan Oleh	:	Tim Penyusun Standar Mutu Akademi Kuliner dan Patiseri OTTIMMO Internasional  Nia Rochmawati, S.TP., MP.
Dikendalikan Oleh	:	Ketua Lembaga Penjaminan Mutu Akademi Kuliner dan Patiseri OTTIMMO Internasional  Nia Rochmawati, S.TP., MP.
Disetujui Oleh	:	Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasional  Zaldy Iskandar, BSc.



Akademi Kuliner dan Patiseri OTTIMMO Internasional

Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya

Telp./Fax. +6231 5116 0199/+6231 740 8805

Email: info@ottimmo.ac.id

FORMULIR SPMI

No. Dokumen : FM/LPM

Section : ii

Revisi : 01

KATA PENGANTAR


Tanggal Terbit :

KATA PENGANTAR

Mengikuti perkembangan Sistem Penjaminan Mutu Pendidikan Tinggi, Formulir Mutu Akademi yang disusun oleh Lembaga Penjaminan Mutu (LPM) Akademi Kuliner dan Patiseri OTTIMMO Internasional digunakan sebagai acuan bagi pengembangan mutu Akademi, peningkatan kualitas Tri Dharma Perguruan Tinggi, serta menjadi landasan kegiatan audit mutu internal akademik di lingkungan Akademi. Standar Mutu Akademi ini hendaknya dijadikan panduan bagi pengelola program, staf pengajar, staf administrasi dan mahasiswa dalam upaya peningkatan proses dalam semua aspek yang ditetapkan di lingkungan Akademi Kuliner dan Patiseri OTTIMMO Internasional.

Ketua LPM,

Nia Rochmawati, STP., MP

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	FORMULIR SPMI	No. Dokumen	:	FM-AKA/LPM/01
		Section	:	1
		Revisi	:	00
BERITA ACARA PENYELENGGARAAN UTS/UAS	Tanggal Terbit	:	1 Maret 2018	

Pada hari ini Tanggal

a. Telah diselenggarakan Ujian UTS/UAS* Mata Kuliah Tahun Akademik di Akademi Kuliner dan Patiseri Ottimmo Internasional,

pukul :
ruang :
kelas :
jumlah peserta seharusnya : (.....) orang
jumlah peserta yang hadir : (.....) orang
jumlah peserta yang tidak hadir : (.....) orang
dengan nama : 1.....
2.....
3.....

b. Catatan Selama Pelaksanaan Ujian Mata Kuliah **)

.....
.....
.....

Berita Acara ini dibuat dengan sesungguhnya.

Yang Membuat Berita Acara

Pengawas,


1. Tanda Tangan :
2. Nama :
3. NIP :

Keterangan:

*) Dicoret salah satu

**) Diisi apabila terjadi hal-hal antara lain:

- Ketidaksesuaian jumlah siswa yang hadir/alasan ketidakhadiran
- Pelanggaran tata tertib oleh peserta ujian

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	FORMULIR SPMI	No. Dokumen	:	FM-AKA/LPM/03
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SURAT PENGUNDURAN DIRI	Tanggal Terbit	:	4 Maret 2018	

Kepada Yth.
Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasional
Di Surabaya

Yang bertanda tangan dibawah ini :

Nama :

NIM :

Program Studi :

Dengan ini kami mengajukan permohonan mengundurkan diri sebagai mahasiswa Akademi Kuliner dan Patiseri OTTIMMO Internasional karena

Demikian permohonan kami buat, untuk dapat ditindak lanjuti.

Mengetahui/Menyetujui
Orang tua mahasiswa

Hormat kami,
Pemohon

(_____)

(_____)

Mengetahui/menyetujui
Ketua Program Studi

(.....)

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		Section	: 1
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SURAT PERMOHONAN CUTI	Tanggal Terbit	: 5 Maret 2018	

Perihal : Permohonan Berhenti Kuliah Sementara (terminal studi)

Yth.

Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasional

di

Tempat

Yang bertanda tangan dibawah ini, saya mahasiswa Akademi Kuliner dan Patiseri OTTIMMO Internasional:

Nama :

NIM :

Mengajukan permohonan berhenti kuliah sementara selama ____ () semester, terhitung mulai.....

Surat permohonan ini saya ajukan dengan alasan sebagai berikut :

1.

Sebagai bahan pertimbangan, saya lampirkan :

1. Fotokopi kartu mahasiswa
2. Daftar nilai (perolehan SKS dan IP Kumulatif)
3. Fotokopi Bukti Pembayaran SPP terakhir.

Demikian atas perhatian dan kebijaksanaan Bapak, saya mengucapkan terima kasih.

Surabaya,

Disetujui
Ketua Program Studi,

Hormat saya,

NIP

(_____)
NIM.

Mengetahui :
Orangtua/wali *) mahasiswa

(_____)
*) Coret yang tidak perlu

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PERSYARATAN YUDISIUM DAN WISUDA	Tanggal Terbit	:	5 Maret 2018	

BIODATA KELULUSAN/BIODATA WISUDA/IJASAH)

(DIISI DENGAN BENAR, KESALAHAN DALAM PENGISIAN DILUAR TANGGUNG JAWAB AKADEMI)

1. Nama Mahasiswa (Nama Lengkap) :
2. Nomor Induk Mahasiswa :
3. Tempat Tanggal Lahir :
4. Jenis Kelamin :
5. Agama :
6. Status Perkawinan :
7. Alamat Asal/Tempat Tinggal :
8. Telepon & HP : Telp. : HP. :
9. Nama Orang Tua :
10. Pekerjaan Orang Tua :
11. Alamat Orang Tua :
12. Gelar Yang Diperoleh* :
13. Program Studi :
14. Tanggal Yudisium :
15. Dosen Pembimbing :
16. Penguji I :
17. Penguji II :
18. Tanggal Ujian :
19. Nomor Ijasah * :
20. Hasil Akhir * :
21. Predikat * :
22. IPK * :

* Diisi oleh petugas

Mengetahui,
Ketua Program Studi

Surabaya,

.....
NIM.

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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PERSYARATAN YUDISIUM DAN WISUDA	Tanggal Terbit	:	5 Maret 2018	

Diisi rangkap 2 (dua)

: 2 lembar untuk bagian Akademik

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		Section	: 1
		Revisi	: -
PERSYARATAN YUDISIUM DAN WISUDA	Tanggal Terbit	: 5 Maret 2018	

SYARAT-SYARAT UNTUK MENGIKUTI YUDISIUM DAN WISUDA

N A M A :
 TEMPAT/TANGGAL LAHIR :
 NIM :
 ALAMAT SEKARANG :
 TANGGAL/TAHUN LULUS :

YANG BERTANDA TANGAN DIBAWAH INI MENERANGKAN :

NO.	BEBAS PINJAM	TANGGAL	TANDA TANGAN
1.	MENYERAHKAN SATU LAPORAN RND DAN INTERNSHIP KE PERPUSTAKAAN
2.	TELAH BEBAS URUSAN KEUANGAN
3.	TIDAK MEMPUNYAI PINJAMAN BUKU DI PERPUSTAKAAN
4.	MENYERAHKAN PAS FOTO UKURAN 3 X 4

**NB: APABILA SYARAT DI ATAS BELUM TERPENUHI
 MAHASISWA TIDAK DIPERBOLEHKAN IKUT YUDISIUM DAN WISUDA**

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	FORMULIR SPMI	No. Dokumen	:	FM-AKA/LPM/06
		Section	:	1
		Revisi	:	-
SURAT KETERANGAN PENGUNDURAN DIRI	Tanggal Terbit	:	6 Maret 2018	

SURAT KETERANGAN

Nomor:

Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasional menerangkan bahwa mahasiswa di bawah ini :

Nama :

NIM :

Tahun Masuk :

Terhitung mulai tanggal mengundurkan diri dari Program Studi Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional untuk

Demikian surat keterangan ini dikeluarkan atas permohonan yang bersangkutan untuk dapat dipergunakan sebagaimana mestinya.

Surabaya,
Mengetahui,
Direktur Akademi

Zaldy Iskandar, B.Sc

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
	FORMULIR SPMI	No. Dokumen	:	FM-AKA/LPM/07
		Section	:	1
		Revisi	:	-
PETUNJUK TEKNIS PENERIMAAN MAHASISWA BARU	Tanggal Terbit	:	6 Maret 2018	

No : Surabaya,

Hal : Petunjuk Teknis Penerimaan Mahasiswa Baru
Tahun Akademi

Kepada

Panitia Penerimaan Mahasiswa Baru

Tahun Akademi

Terkait dengan penerimaan Mahasiswa Baru di Akademi Kuliner & Patiseri OTTIMMO Internasional dengan ini disampaikan Petunjuk Teknis pelaksanaan kegiatan tersebut:

1. Kegiatan penerimaan mahasiswa dilaksanakan mulai sampai dengan
2. Selanjutnya ketua panitia untuk segera membentuk panitia pelaksana dengan tugas dan tanggung jawab masing-masing bidang
3. Membuat rencana kerja
4. Melakukan kegiatan promosi dan marketing sesuai dengan target tahunan yang diberikan
5. Membentuk panitia orientasi mahasiswa baru
6. Membuat laporan kegiatan penerimaan dan orientasi mahasiswa baru

Demikian Petunjuk Teknis Penerimaan Mahasiswa Baru tahun akademik untuk dapat dilaksanakan dan menjadi dasar pelaksanaan.

Mengetahui,

Zaldy Iskandar, B.Sc
Direktur



Akademi Kuliner dan Patiseri OTTIMMO Internasional

Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya

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FORMULIR SPMI

No. Dokumen : FM-AKA/LPM/08

Section : 1

Revisi : -

KARTU RENCANA STUDI

Tanggal Terbit : 7 Maret 2018



Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL

AKADEMI KULINER DAN PATISERI OTTIMMO INTERNASIONAL

Dibawah Pembinaan Yayasan Peritia Internasional
Bukit Telaga Golf TC 4 No. 2 - 3, Citraland, Surabaya, Indonesia
Telepon : +62 31 5116-0199 / +62 31 740 8809

KARTU RENCANA STUDI

Name : _____ Semester : _____
NIM : _____ Tahun Akademik : _____

No	Kode Mata	Mata Kuliah	SKS	GROUP	Jadwal 1	Jadwal 2	Jadwal 3	Ruang	Keterangan	Dosen
1	SK21409	Seni Poissonnier / Memasak Makanan Laut	2							
2	SK21410	Seni Rottiseries / Memanggang	2							
3	SK21411	Seni Presentasi Piring	2							
4	SK21412	Masakan Eropa / Prancis & Itali	1							
5	SK21413	Masakan Eropa / Mediterania	1							
6	SK21414	Masakan Asia / Cina & Jepang	1							
7	SK21415	Masakan Asia / Indonesia & Asia Tenggara	1							
8	SK21416	Masakan Amerika Selatan / Meksiko & Cajun	1							
9	SK21435	Pengenalan Operasional & Manajemen Servis Makanan & Minuman	3							
10	SK21438	Ketrampilan Komunikasi Profesional	2							
11	SK21439	Pengantar Gizi & Pengkajian	2							
12	SK21452	Ilmu Budaya Dasar	2							
13	SK21453	Bahasa Indonesia	2							

Head of Culinary Arts Studies Program



Akademi Kuliner dan Patiseri OTTIMMO Internasional

Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya

Telp./Fax. +6231 5116 0199/+6231 740 8805

Email: info@ottimmo.ac.id

FORMULIR SPMI

No. Dokumen : FM-AKA/LPM/09

Section : 1

Revisi : -

KARTU HASIL STUDI

Tanggal Terbit : 7 Maret 2018

ACADEMIC TRANSCRIPT

STUDENT IDENTIFICATION :	
Sex	Date of Birth
Parent or Legal Guardian Name :	Address :
Telephone:	



**Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL**

Jl. Bukit Telaga Golf TC 4 No. 2-3, Citraland
Surabaya, Indonesia
Phone : +62 31 5116 0199 / +62 31 740 8809

STUDENT'S ACADEMIC RECORD

Minimum Passing Grade : C

Passing Marks : A (4.00) 85-100 B (3.00) 70-84 C (2.00) 60-69 D (1.00) 30-59 E (0.00) 0-29

SMR & YR	CODE #	COURSE/S TAKEN	FINAL GRADE	CREDITS
UNOFFICIAL				
		Total		
		GPA		

Academic Standing

Date : January 30, 2017

Weighted Cumulative GP# :

Supervisor :

Vindhya T Widayanti, S.T.P., M.P



Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan
Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya
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FORMULIR SPMI

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Section : 1
Revisi : -

**FORMULIR PENDAFTARAN
MAGANG**

Tanggal Terbit : 8 Maret 2018



AKADEMI KULINER & PATISERI
OTTIMMO
INTERNASIONAL
CULINARY ARTS · GASTRONOMY · BAKING & PASTRY ARTS

Internship Placement

First Name _____ Last Name _____ #009_0.08122017_001

Address _____ Nationality _____ Student ID _____

Birth Date _____ Insurance # _____ Type of Insurance _____ as the student agreed that the following

choices of internship place/s is locked for completing their studies at OTTIMMO, International MasterGourmet Academy

I. GENERAL INFORMATION

1. The Internship program starts on _____
and ended on _____
This time frame is considered as firmly and final.

2. No probation time is required within this contract.

3. In this internship program the trainee is given the opportunity to use, strengthen and deepen his/her knowledge acquired at school.

P

4. The trainee must obey the instructions given for reaching the internship goals and of the employer's, conscientiously. The task is incumbent on the employer to make after the guidelines and must be implemented by the trainee in the department concerned.

5. Salary, if there is any will be paid out in accord with the rules and regulation governed by the company of the employer. (*refer to the 2nd column)

6. At the end of this internship program, the employer have the obligation to issue an evaluation sheet for the duration of the internship program in regards to the trainee achievements and performances.

7. All work contract requires the signatures of the employer and the trainee to be considered valid, as well as the permission letter from the school in which the trainee was educated.

II. TYPES of INTERNSHIP

- a. Internship Program
b. Entrepreneur Program

III. PLACE/s of INTERNSHIP

1st Choice _____

2nd Choice _____

3rd Choice _____

III. SIGNATURES

Dated: _____

Student _____

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	FORMULIR SPMI	No. Dokumen	:	FM-AKA/LPM/11
		Section	:	1
		Revisi	:	-
SURAT KETERANGAN CUTI KULIAH MAHASISWA	Tanggal Terbit	:	9 Maret 2018	

SURAT KETERANGAN

Nomor:

Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasional menerangkan bahwa mahasiswa di bawah ini :

Nama :

NIM :

Tahun Masuk :

melaksanakan cuti kuliah Terhitung mulai tanggal sampai dengan
di Program Studi Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional
dikarenakan.....

Demikian surat keterangan ini dikeluarkan atas permohonan yang bersangkutan untuk dapat
dipergunakan sebagaimana mestinya.

Surabaya,
Mengetahui,
Direktur Akademi

Zaldy Iskandar, B.Sc



Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan
Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya
Telp./Fax. +6231 5116 0199/+6231 740 8805
Email: info@ottimmo.ac.id

FORMULIR SPMI

No. Dokumen : FM-AKA/LPM/12
Section : 1
Revisi : -

**FORMULIR PENILAIAN
INTERNSHIP**

Tanggal Terbit : 12 Maret 2018



OTTIMMO
International
MasterGourmet
Academy

CULINARY ARTS - CATERING - BAKING PASTRY & ICE CREAM

Internship Appraisal Form

INTERNSHIP PLACE: _____

First Name _____ Last Name _____

Review Period/s : Monthly Quarterly Bi-annually Annually Date Joining : _____

Intern's Position : _____ Department : _____

REVIEW DATE : _____ Direct Supervisor : _____

GRADING FACTORS

1. ORGANIZATIONAL & COMMUNICATION

Staffs Relations

Consistently demonstrates: attentiveness, courtesy and efficient service to other staff.
Creates friendly environment.

Team Player

Cooperates and works well with others. Enthusiastic, portrays a positive manner and
Works toward the Company's goal/s.

Follow -Through

Sees tasks through completion. Finishes work so that next shift is prepared.

2. CUSTOMERS INTERACTIONS

Customer Relations (*if any)

Consistently demonstrates: attentive, courtesy and efficient service to customers.
Treat customers with Considerations and Respects



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Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya
Telp./Fax. +6231 5116 0199/+6231 740 8805
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**FORMULIR PENILAIAN
INTERNSHIP**

Tanggal Terbit	:	12 Maret 2018
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3. PERSONAL PRESENTATIONS

Grooming Standards

Practices and displays proper grooming, personal hygiene and care.

Maintains hair and facial hair (*if any) per proper F&B industrial standards

Uniforms

Always wear the proper and designated uniform.

4. ON THE JOB & KNOWLEDGE

Dependability

Can be counted upon to do what is expected and required

Follow instructions and completes work on time with minimum supervision

Work Quality

Work performed according to Chef's standard and on-site work requirements

All job descriptions specification are met. Consistency in work. All recipes are followed

Work Quantity

Complete the expected amount of work in relation to Company's standards

Grading Guidelines.

Using the 4 point scale below, fill up the following table:

- 4 - Exceeds expectations
- 3.5 - Somewhat Exceeds Expectations
- 3 - Meets expectations
- 2.5 - Somewhat meets expectations
- 2 - Less than expectations
- 1.5 - Somewhat less than expectations
- 1 - Inadequately short of expectations

Discussions/Notes;



**Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan
Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya
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Section : 1
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**FORMULIR PENILAIAN
INTERNSHIP**

Tanggal Terbit : 12 Maret 2018

PERFORMANCE SUMMARY * to be filled by OTTIMMO International

TOTAL POINTS _____

RATING _____

ACTION PLANS FOR DEVELOPMENT NEEDS

1. _____
2. _____
3. _____
4. _____
5. _____

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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FORMULIR PENILAIAN INTERNSHIP	Tanggal Terbit	:	12 Maret 2018	

III. SIGNATURES

On-Site Manager / Owner / Chef

Signature & Stamp: _____ Dated _____

The Intern

Signature: _____ Dated _____

OTTIMMO International MasterGourmet Academy

Signature & Stamp: _____ Dated _____
*Dept. Head Student Affairs &
 Career Development*



Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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FORMULIR KONSULTASI <i>INTERNSHIP</i>	Tanggal Terbit	:	13 Maret 2018



**FORM CONSULTATION
INTERNSHIP / ENTREPRENEURSHIP**

Name :

Student Number :

Class :

**STUDY PROGRAM OF CULINARY ART
OTTIMMO INTERNATIONAL
MASTERGOURMET ACADEMY
SURABAYA**

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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SURAT KEPUTUSAN TIM PANITIA PENERIMAAN MAHASISWA BARU	Tanggal Terbit	:		

SURAT KEPUTUSAN

No.....

PEMBENTUKAN TIM PANITIA PENERIMAAN MAHASISWA BARU
AKADEMI KULINER DAN PATISERI OTTIMMO INTERNASIONAL
PERIODE

- Menimbang :
- a bahwa proses penerimaan mahasiswa baru Akademi Kuliner dan Patiseri OTTIMMO International periode
 - b bahwa yang bersangkutan dipandang cakap dan mampu melaksanakan sebagaimana ditetapkan;
 - c bahwa pengangkatan pejabat dimaksud perlu ditetapkan dengan Surat Keputusan

- Mengingat :
- 1 Undang - Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional
 - 2 Undang - Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi
 - 3 Peraturan pemerintah Nomor 4 tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi
 - 4 Keputusan Menteri Pendidikan dan Kebudayaan No. 44/E/O/2014 tentang izin pendirian Akademi Kuliner dan Patiseri OTTIMMO Internasional di kota Surabaya provinsi Jawa Timur yang diselenggarakan oleh Yayasan Peritia International di kota Surabaya Jawa Timur
 - 5 Statuta Akademi Kuliner dan Patiseri OTTIMMO Internasional
 - 6 Memo Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasional mengenai penunjukan ketua panitia Penerimaan Mahasiswa Baru periode 2015-2016

Memutuskan:

- Menetapkan : Membentuk dan mengangkat panitia Penerimaan Mahasiswa Baru Akademi Kuliner dan Patiseri OTTIMMO Internasional periode

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
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- Pertama : Kepada civitas akademika sebagaimana dimaksud diwajibkan untuk merancang, menyusun dan melaksanakan Penerimaan Mahasiswa Baru Akademi Kuliner dan Patiseri OTTIMMO International periode
- Kedua : Biaya yang diperlukan sehubungan dengan surat keputusan ini dibebankan pada Anggaran Program Studi D3 Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional.
- Ketiga : Keputusan ini berlaku sejak tanggal ditetapkannya dengan ketentuan apabila dikemudian hari ternyata terdapat kekeliruan dalam penetapan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di : Surabaya,
Pada tanggal :
Direktur Akademi

Zaldy Iskandar, B.Sc

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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Lampiran SK No.

SK PANITIA PENERIMAAN MAHASISWA BARU
AKADEMI KULINER DAN PATISERI OTTIMMO INTERNATIONAL

Penanggung Jawab :

Tim Pelaksana :

Ketua :

Sekretaris :

Bendahara :

Anggota :

.....

.....

Ditetapkan di : Surabaya,
 Pada tanggal :
 Direktur Akademi

Zaldy Iskandar, B.Sc

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
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INTERNAL MEMO PENERIMAAN MAHASISWA BARU	Tanggal Terbit	: 15 Maret 2018	

INTERNAL MEMO

KEPADA :
 JABATAN :
 DEPARTMENT :
 MENGENAI :
 PENUNJUK :

Dalam rangka penerimaan Mahasiswa Baru tahun akademik ,,,,,,,,,, dengan ini kami menunjuk saudara untuk menjadi ketua panitia penerimaan mahasiswa baru dan selanjutnya membentuk tim pelaksana

Demikian surat penunjukan ini berlaku dari tanggal diterbitkan memo ini

Mengetahui,

Zaldy Iskandar, B.Sc
 Direktur

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
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		Section	: 1
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UNDANGAN RAPAT PENERIMAAN MAHASISWA BARU	Tanggal Terbit	: 16 Maret 2018	

Hal : Undangan Rapat Persiapan Panitia Penerimaan Mahasiswa Baru (P2MB)
Akademi Kuliner dan Patiseri OTTIMMO Internasional

Dengan hormat,

Sehubungan dengan dimulainya kegiatan akademik di Akademi Kuliner dan Patiseri OTTIMMO Internasional, maka dengan ini kami mengundang Bapak/Ibu pada Rapat persiapan Panitia Penerimaan Mahasiswa Baru (P2MB) yang akan diselenggarakan pada:

Hari :

Tanggal :

Waktu :

Tempat :

Agenda : 1.
2.

Kami mohon kehadiran Bapak/Ibu tepat waktu. Demikian undangan ini kami sampaikan, atas perhatiannya kami ucapkan terima kasih.

Dengan Hormat,

.....

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DAFTAR HADIR PANITIA PENERIMAAN MAHASISWA BARU	Tanggal Terbit	: 16 Maret 2018	

**DAFTAR HADIR
 PANITIA PENERIMAAN MAHASISWA BARU
 AKADEMI KULINER DAN PATISERI OTTIMMO INTERNASIONAL**

Hari :
 Tanggal :
 Pukul :
 Ruang :

No	Nama	TTD
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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FORMULIR PENDAFTARAN MAHASISWA BARU	Tanggal Terbit	:	20 Maret 2018	

ACADEMIC PREFERENCES

Registration Date			
MAJORS			
<input type="checkbox"/> Diploma III	<input type="checkbox"/> Culinary Arts Programs	<input type="checkbox"/> Baking Pastry Arts Gourmet Program	

STUDENT'S INFORMATION

First Name			
Middle Name			
Last Name			
Citizen ID No.			
Indonesian Citizen	<input type="checkbox"/> Yes	Religion (optional)	
	<input type="checkbox"/> No		
Language Spoken at Home			
Other Language			

Birth Information			
Date	Month	Year	City/State

Home Phone No.			
Cellular Phone No.			
Address 01			
City		Zip Code	
Address 02			

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City		Zip Code	
email			

*Certified Birth Certificate and Proof of Residency must be provided

FAMILY INFORMATION

Student live with	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother Only	<input type="checkbox"/> Father Only
	<input type="checkbox"/> Parent and Step Parent	<input type="checkbox"/> Others :	

MALE HEAD OF HOUSEHOLD

First Name			
Middle Name			
Last Name			
Birth Information			
Date	Month	Year	City/State
Relationship to child	<input type="checkbox"/> Birth Parent	<input type="checkbox"/> Adoptive Parent	<input type="checkbox"/> Step Father
	<input type="checkbox"/> Court-Appointed Guardian	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Other :
Work Phone No.			
Cellular Phone No.			
Address			
City		Zip Code	

Job				
<input type="checkbox"/> No Job	<input type="checkbox"/> Fisher	<input type="checkbox"/> Farmer	<input type="checkbox"/> Breeder	<input type="checkbox"/> PNS/TNI/POL RI

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<input type="checkbox"/> Employee	<input type="checkbox"/> Small Traders	<input type="checkbox"/> Wholesalers	<input type="checkbox"/> Entrepreneur	<input type="checkbox"/> Labor
<input type="checkbox"/> Retired	<input type="checkbox"/> Passed Away	<input type="checkbox"/> Others :		

Education Level				
<input type="checkbox"/> Elementary	<input type="checkbox"/> Junior High	<input type="checkbox"/> Senior High	<input type="checkbox"/> Associate Degree (D1)	<input type="checkbox"/> Associate Degree (D2)
<input type="checkbox"/> Associate Degree (D3)	<input type="checkbox"/> Bachelor's Degree (S1)	<input type="checkbox"/> Master's Degree (S2)	<input type="checkbox"/> Doctoral Degree (S3)	<input type="checkbox"/> Profession
<input type="checkbox"/> Specialist 1	<input type="checkbox"/> Specialist 2	<input type="checkbox"/> Non Formal	<input type="checkbox"/> Informal	<input type="checkbox"/> Others :

Income per Month	
<input type="checkbox"/> Less than IDR 500.000	<input type="checkbox"/> IDR 500.000 – IDR 999.999
<input type="checkbox"/> IDR 1.000.000 – IDR 1.999.999	<input type="checkbox"/> IDR 2.000.000 – IDR 4.999.999
<input type="checkbox"/> IDR 5.000.000 – IDR 19.000.000	<input type="checkbox"/> IDR 20.000.000 – IDR 49.999.999
<input type="checkbox"/> IDR 50.000.000 – IDR 99.999.999	<input type="checkbox"/> More than IDR 100.000.000

FEMALE HEAD OF HOUSEHOLD

First Name			
Middle Name			
Last Name			
Birth Information			
Date	Month	Year	City/State
Relationship to child	<input type="checkbox"/> Birth Parent	<input type="checkbox"/> Adoptive Parent	<input type="checkbox"/> Step Mother
	<input type="checkbox"/> Court-Appointed Guardian	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Other :

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
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Work Phone No.	
Cellular Phone No.	
Address	
City	Zip Code

Job				
<input type="checkbox"/> No Job	<input type="checkbox"/> Fisher	<input type="checkbox"/> Farmer	<input type="checkbox"/> Breeder	<input type="checkbox"/> PNS/TNI/POLRI
<input type="checkbox"/> Employee	<input type="checkbox"/> Small Traders	<input type="checkbox"/> Wholesalers	<input type="checkbox"/> Entrepreneur	<input type="checkbox"/> Labor
<input type="checkbox"/> Retired	<input type="checkbox"/> Passed Away	<input type="checkbox"/> Others :		

Education Level				
<input type="checkbox"/> Elementary	<input type="checkbox"/> Junior High	<input type="checkbox"/> Senior High	<input type="checkbox"/> Associate Degree (D1)	<input type="checkbox"/> Associate Degree (D2)
<input type="checkbox"/> Associate Degree (D3)	<input type="checkbox"/> Bachelor's Degree (S1)	<input type="checkbox"/> Master's Degree (S2)	<input type="checkbox"/> Doctoral Degree (S3)	<input type="checkbox"/> Profession
<input type="checkbox"/> Specialist 1	<input type="checkbox"/> Specialist 2	<input type="checkbox"/> Non Formal	<input type="checkbox"/> Informal	<input type="checkbox"/> Others :

Income per Month	
<input type="checkbox"/> Less than IDR 500.000	<input type="checkbox"/> IDR 500.000 – IDR 999.999
<input type="checkbox"/> IDR 1.000.000 – IDR 1.999.999	<input type="checkbox"/> IDR 2.000.000 – IDR 4.999.999
<input type="checkbox"/> IDR 5.000.000 – IDR 19.000.000	<input type="checkbox"/> IDR 20.000.000 – IDR 49.999.999
<input type="checkbox"/> IDR 50.000.000 – IDR 99.999.999	<input type="checkbox"/> More than IDR 100.000.000

GUARDIAN / PARENT LIVING ELSEWHERE *(if applicable)*

First Name	
Middle Name	
Last Name	

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
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Birth Information			
Date	Month	Year	City/State
Relationship to child			
Work Phone No.			
Cellular Phone No.			
Address			
City		Zip Code	

Job				
<input type="checkbox"/> No Job	<input type="checkbox"/> Fisher	<input type="checkbox"/> Farmer	<input type="checkbox"/> Breeder	<input type="checkbox"/> PNS/TNI/POLRI
<input type="checkbox"/> Employee	<input type="checkbox"/> Small Traders	<input type="checkbox"/> Wholesalers	<input type="checkbox"/> Entrepreneur	<input type="checkbox"/> Labor
<input type="checkbox"/> Retired	<input type="checkbox"/> Passed Away	<input type="checkbox"/> Others :		

Education Level				
<input type="checkbox"/> Elementary	<input type="checkbox"/> Junior High	<input type="checkbox"/> Senior High	<input type="checkbox"/> Associate Degree (D1)	<input type="checkbox"/> Associate Degree (D2)
<input type="checkbox"/> Associate Degree (D3)	<input type="checkbox"/> Bachelor's Degree (S1)	<input type="checkbox"/> Master's Degree (S2)	<input type="checkbox"/> Doctoral Degree (S3)	<input type="checkbox"/> Profession
<input type="checkbox"/> Specialist 1	<input type="checkbox"/> Specialist 2	<input type="checkbox"/> Non Formal	<input type="checkbox"/> Informal	<input type="checkbox"/> Others :

Income per Month*	
<input type="checkbox"/> Less than IDR 500.000	<input type="checkbox"/> IDR 500.000 – IDR 999.999
<input type="checkbox"/> IDR 1.000.000 – IDR 1.999.999	<input type="checkbox"/> IDR 2.000.000 – IDR 4.999.999
<input type="checkbox"/> IDR 5.000.000 – IDR 19.000.000	<input type="checkbox"/> IDR 20.000.000 – IDR 49.999.999
<input type="checkbox"/> IDR 50.000.000 – IDR 99.999.999	<input type="checkbox"/> More than IDR 100.000.000

**optional*

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SIBLING

Name	Age	Grade	Present School (if applicable)

STUDENT'S SCHOOL HISTORY

Previous Education	School Address	City / State
University		
Senior High School		
Junior High School		
Elementary School		

EMERGENCY CONTACTS*

Name	Relationship	Phone No.	Address

**Other than Parents*

MEDICAL INFORMATION

Doctor's Name

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
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Phone

Allergies

Medications

- Health Problems
- Asthma Diabetes Hearing-Frequent Infection Hearing Aids
 Tubes Seizures Visions – Contacts /Glasses Others

Describes

Do you have any health condition that would limit your participation in a strenuous activities such as physical education ?

Yes No
Describes

Are you preferred to be treated by your family doctor? Yes No

Are you willing to be treated by other doctor? Yes No

The undersigned hereby acknowledges that the information provided on this form is true and accurate. The undersigned understand that it is his/her responsibility to inform the appropriate school office if and when any of the information set in this form changes

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Parent or Guardian Signature

Date

By signing this form, registration and/or tuition bills will be sent directly to the paying parents (or legal guardian). Both the parents or guardian and the student must sign below for this agreement to be in effect. The student are still responsible for the payment by due date printed, and failure to pay on time will cause the Registrar to restrict your registration and charge a fee for reinstatement.

By signing this release, you are authorizing OTTIMMO International MasterGourmet Academy to send a copy of your grades to parent or guardian designated on this form at the end of each quarter. The grade report will be sent to the parent or guardian at no charge as soon as the grades are recorded

I, the undersigned parent or guardian, understand that my son or daughter's Academic bill will be sent to me directly, and that the compensation must be provided on due time, for her/him to avoid being restricted.

Student Name

Student Signature

Parent or Guardian Signature

Date

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
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How do you know OTTIMMO ?				
<input type="checkbox"/> Instagram	<input type="checkbox"/> Facebook	<input type="checkbox"/> Google/Website	<input type="checkbox"/> Edufair/Expo	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Referral by :		<input type="checkbox"/> Others :	

Why do you choose OTTIMMO ?

What you wish to achieve after graduating from OTTIMMO ?

Are you more passionate in Culinary Arts or Baking & Pastry ?

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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FORMULIR PENYATAAN ORANG TUA	Tanggal Terbit	:	20 Maret 2018	

SURAT JAMINAN PEMBAYARAN BIAYA KULIAH

Surat Jaminan ini menyatakan bahwa orang tua/ atau wali hukum bertanggung jawab untuk biaya sekolah siswa. Hal ini diperlukan untuk mengamankan tempat calon siswa sebelum pendaftaran mereka. Dan untuk memastikan bahwa tidak ada intervensi dalam proses kegiatan pendidikan di Akademi dalam mencapai kemajuan pendidikan siswa. Orang tua atau wali hukum harus mengisi semua informasi di bawah ini, selanjutnya secara legal menandatangani dan menyimpan salinannya.

Kepada: **HEAD of Finance & Fiscal Affairs of OTTIMMO International**

Saya, _____, orang tua / wali dari

_____ Terdaftar sebagai mahasiswa di Akademi Kuliner & Patiseri OTTIMMO Internasional, untuk Program Diploma Seni Kuliner & Baking Pastry / Gourmet_Culinaire / Gourmet_Pastry,

dengan ini menerangkan dan menyatakan:

1. Saya sepenuhnya mengerti dan menyetujui bahwa SELURUH BIAYA harus diselesaikan sesuai dengan pernyataan dan dalam jangka waktu yang telah disepakati agar anak saya dapat memulai dan atau melanjutkan kelas di Akademi Kuliner dan Patiseri OTTIMMO Internasional.

2. Saya sepenuhnya mengerti dan menyetujui bahwa biaya tambahan Rp 50.000/ hari ada karena adanya keterlambatan pembayaran biaya sekolah setelah tanggal jatuh tempo yang telah ditetapkan dan disepakati.

3. Saya sepenuhnya mengerti bahwa semua pembayaran yang dilakukan untuk Pendaftaran dan Biaya kuliah TIDAK DAPAT DIKEMBALIKAN!

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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4. Setelah melakukan pembayaran saya akan memberikan fotocopy slip transfer yang diberi keterangan nama mahasiswa ke admission office.

5. Saya, orang tua/ atau wali hukum menyanggupi dan menyetujui untuk membayar uang sekolah dan biaya sekolah anak saya dalam jangka waktu yang telah ditetapkan Akademi seperti list dibawah ini ;

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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Hand phone #(HP)

E-mail

SEBAGAI BUKTI, saya menyatakan bahwa informasi yang saya berikan tersebut diatas adalah benar dan tepat; dan saya sepenuhnya memahami dan menyetujui kondisi yang dinyatakan dalam Surat Jaminan ini. Dengan ini saya membubuhkan tanda tangan saya di bawah ini dengan sadar dan tanpa ada paksaan dari pihak manapun.
 Hari ini,

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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LETTER of GUARANTEE for TUITION & SCHOOL FEE PAYMENT

This Letter of Guarantee certifies that the Parent/s or Legal Guardian is responsible for the student's school fees. It is needed in order to secure a space for the candidate prior to their enrollment. And to ensure that the students education progress at the Academy will not be intervene. Parents or legal guardians should fill in all the information below, leagally sign and keep a copy.

To: The HEAD of Finance & Fiscal Affairs of OTTIMMO International

I, _____, parents / legal guardians of

_____ enrolled as a student at OTTIMMO International for the Program of Diploma in Culinary Arts & Baking Pastry / Gourmet_Culinaire / Gourmet_Pastry,

hereby depose and state;

1. I fully understands and consents that ALL FEES must be settled within stated and agreed upon time frames in order for my son/daughter to commence and or continue classes at OTTIMMO International.
2. I fully understands and consents that a **Rp.50.000 surcharge per day** is due on all school fees which remain outstanding after the due date stated and agreed upon.
3. I fully understands that all payment made for Enrollment and Admission fee are **NOT REFUNDABLE!**
4. After payment I will give the payment receipt that I write the students name to the admission office.

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	FORMULIR SPMI	No. Dokumen	:	FM-AKA/LPM/20
		Section	:	1
		Revisi	:	00
FORMULIR PENYATAAN ORANG TUA	Tanggal Terbit	:	20 Maret 2018	

_____	_____	_____
<i>City</i>	<i>Home Phone #1</i>	<i>Home Phone #2</i>
_____	_____	
<i>current cellular #(HP)</i>	<i>E-mail</i>	

IN WITNESS whereof, I attest that the foregoing information supplied is true and correct;
that, I fully understand and consent to the conditions stated in this Letter of Guarantee.

I hereby affix my signature hereunder upon my free act and deed this day of _____ 2016.

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	FORMULIR SPMI	No. Dokumen	: FM-AKA/LPM/21
		Section	: 1
	FORMULIR PERNYATAAN MAHASISWA	Revisi	: 00
Tanggal Terbit		: 20 Maret 2018	

STATEMENT LETTER/
SURAT PERNYATAAN

I, the undersigned below:

Saya yang bertanda tangan dibawah ini :

Name>Nama : _____

Address/Alamat : _____

Phone/Telepon : _____

Private Number/HP : _____

Hereby I certify that I am understand about the rule and punishment that determined by Akademi Kuliner & Patiseri OTTIMMO Internasional

Menyatakan bahwa saya telah mengetahui dan memahami Tata Tertib dan Sanksi pelanggaran yang telah ditetapkan oleh Akademi Kuliner & Patiseri OTTIMMO Internasional dengan baik.

If in the future I violated the regulation, I will responsible for any offense that I make

Jika dikemudian hari ternyata saya melanggar Tata Tertib tersebut, maka saya akan bertanggung jawab atas sanksi pelanggaran yang akan saya terima.

I make this letter with full awareness and without coercion from other party

Surat pernyataan ini dibuat dengan penuh kesadaran tanpa paksaan dari pihak manapun.

Surabaya, _____


Acknowledge

Mengetahui,

Materai Rp 6.000,-

(Signed by Parents/Guardian)

Signed by Student

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		Section	: 1
		Revisi	: 00
SURAT KEPUTUSAN TIM PANITIA PEMBINAAN ORIENTASI	Tanggal Terbit	: 21 Maret 2018	

SURAT KEPUTUSAN

No.

PEMBENTUKAN TIM PANITIA PEMBINAAN ORIENTASI MAHASISWA BARU
AKADEMI KULINER DAN PATISERI OTTIMMO INTERNASIONAL
PERIODE

Menimbang : a bahwa proses penerimaan mahasiswa baru Akademi Kuliner dan Patiseri OTTIMMO International periode;

b bahwa yang bersangkutan dipandang cakap dan mampu melaksanakan sebagaimana ditetapkan;

c bahwa pengangkatan pejabat dimaksud perlu ditetapkan dengan Surat Keputusan

Mengingat : 1 Undang - Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional

2 Undang - Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi

3 Peraturan pemerintah Nomor 4 tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi

4 Keputusan Menteri Pendidikan dan Kebudayaan No. 44/E/O/2014 tentang izin pendirian Akademi Kuliner dan Patiseri OTTIMMO Internasional di kota Surabaya provinsi Jawa Timur yang diselenggarakan oleh Yayasan Peritia International di kota Surabaya Jawa Timur

5 Statuta Akademi Kuliner dan Patiseri OTTIMMO Internasional

6 Memo Direktur Akademi Kuliner dan Patiseri OTTIMMO Internasional mengenai penunjukan ketua panitia Orientasi Mahasiswa Baru periode 2015-2016

Memutuskan:

Menetapkan : membentuk dan mengangkat panitia pembina orientasi Mahasiswa Baru Akademi Kuliner dan Patiseri OTTIMMO Internasional periode

Pertama : kepada civitas akademika sebagaimana dimaksud diwajibkan untuk melaksanakan pembinaan dalam rangka orientasi Mahasiswa Baru Akademi Kuliner dan Patiseri OTTIMMO International periode

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		Revisi	:	00
SURAT KEPUTUSAN TIM PANITIA PEMBINAAN ORIENTASI	Tanggal Terbit	:	21 Maret 2018	

Kedua : Biaya yang diperlukan sehubungan dengan surat keputusan ini dibebankan pada Anggaran Program Studi D3 Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional.

Ketiga : Keputusan ini berlaku sejak tanggal ditetapkannya dengan ketentuan apabila dikemudian hari ternyata terdapat kekeliruan dalam penetapan ini akan diadakan perbaikan sebagaimana mestinya.

Ditetapkan di : Surabaya,
 Pada tanggal :
 Direktur Akademi

Zaldy Iskandar, B.Sc

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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		Section	:	1
		Revisi	:	00
SURAT KEPUTUSAN TIM PANITIA PEMBINAAN ORIENTASI	Tanggal Terbit	:	21 Maret 2018	

Lampiran SK No.

SK PEMBINA ORIENTASI MAHASISWA BARU
AKADEMI KULINER DAN PATISERI OTTIMMO INTERNATIONAL

Penanggung Jawab : Zaldy Iskandar, BSc (Direktur Akademi)

Tim Pelaksana :

Ketua :

Sekretaris :

Bendahara :

Anggota :

Ditetapkan di : Surabaya,
 Pada tanggal :
 Direktur Akademi

Zaldy Iskandar, B.Sc

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		Section	:	1
		Revisi	:	00
DAFTAR HADIR PESERTA ORIENTASI	Tanggal Terbit	:	21 Maret 2018	

**DAFTAR HADIR PESERTA ORIENTASI MAHASISWA BARU
 AKADEMI KULINER DAN PATISERI OTTIMMO INTERNASIONAL**

Hari :
 Tanggal :
 Pukul :
 Ruang :

No	Nama	TTD
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	FORMULIR SPMI	No. Dokumen	: FM-AKA/LPM/25
		Section	: 1
		Revisi	: 00
DAFTAR HADIR NARASUMBER ORIENTASI	Tanggal Terbit	: 21 Maret 2018	

**DAFTAR HADIR NARASUMBER ORIENTASI MAHASISWA BARU
AKADEMI KULINER DAN PATISERI OTTIMMO INTERNASIONAL**

Hari :
 Tanggal :
 Pukul :
 Ruang :

No	Nama	TTD
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FORMULIR SPMI

No. Dokumen : FM-AKA/LPM/26
 Section : 1
 Revisi : 00

JADWAL PERKULIAHAN


Tanggal Terbit : 22 Maret 2018

Time	Monday				Tuesday				Wednesday				Thursday				Friday			
08.00 - 09.00		Business Plan M - R.A Mrs. Diana			Business Plan F - R.A Mrs. Diana															
09.00 - 10.00	BP1 Chef Zaldy M-BP	Business Plan M - R.A Mrs. Diana	CA1 Blue Z & M	english 2 - R.B Mrs. Yas	Business Plan F - R.A Mrs. Diana		H & S 1 - R.A Mrs. Carmel	food Science F - R.A Mrs. Vindhya	CA1 Cran Z & M	BP1 Chef Zaldy 3-bp				H & S 2 - R.A Mrs. Carmel	BP1 Chef Zaldy F/M	CA1 black Z & M				
10.00 - 11.00	BP1 Chef Zaldy M-BP		CA1 Blue Z & M	english 2 - R.B Mrs. Yas		CA1 black Z & M	H & S 1 - R.A Mrs. Carmel	food Science F - R.A Mrs. Vindhya	CA1 Cran Z & M	BP1 Chef Zaldy 3-bp		CA1 Blue Z & M	H & S 2 - R.A Mrs. Carmel	BP1 Chef Zaldy F/M	CA1 black Z & M					
11.00 - 12.00	BP1 Chef Zaldy M-BP		CA1 Blue Z & M	english 2 - R.B Mrs. Yas		CA1 black Z & M		BP1 Chef Zaldy M-BP	CA1 Cran Z & M	BP1 Chef Zaldy 3-bp		CA1 Blue Z & M		BP1 Chef Zaldy F/M	CA1 Blue Z & M					
12.00 - 13.00	BP1 Chef Zaldy M-BP	English F - R.A Mrs. Yas	CA1 Blue Z & M		BP1 Chef Zaldy F-BP	CA1 black Z & M		BP1 Chef Zaldy M-BP	CA1 Cran Z & M	BP1 Chef Zaldy 3-bp		CA1 Blue Z & M		BP1 Chef Zaldy F/M	CA1 Blue Z & M					
13.00 - 14.00		English F - R.A Mrs. Yas			BP1 Chef Zaldy F-BP	CA1 black Z & M		BP1 Chef Zaldy M-BP				English M - R.A Mrs. Tri	CA1 Blue Z & M		CA1 Cran Z & M					
14.00 - 15.00	BP1 Chef Zaldy 3-bp		CA1 Cran Z & M		BP1 Chef Zaldy F-BP	english 1-R.B Mrs. Tri		BP1 Chef Zaldy M-BP	CA1 black Z & M	BP1 Chef Zaldy F-BP	English M - R.A Mrs. Tri			BP1 Chef Zaldy F/M	CA1 Cran Z & M					
15.00 - 16.00	BP1 Chef Zaldy 3-bp	food Science M - R.A Mrs. Vindhya	CA1 Cran Z & M		BP1 Chef Zaldy F-BP	english 1-R.B Mrs. Tri			CA1 black Z & M	BP1 Chef Zaldy F-BP				BP1 Chef Zaldy F/M						
16.00 - 17.00	BP1 Chef Zaldy 3-bp	food Science M - R.A Mrs. Vindhya	CA1 Cran Z & M			english 1-R.B Mrs. Tri			CA1 black Z & M	BP1 Chef Zaldy F-BP				BP1 Chef Zaldy F/M						
17.00 - 18.00	BP1 Chef Zaldy 3-bp		CA1 Cran Z & M						CA1 black Z & M	BP1 Chef Zaldy F-BP				BP1 Chef Zaldy F/M						

schedule or absent request you may contact Admission Office department at + 62 31 740-

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		Section	: 1
		Revisi	: 00
DAFTAR HADIR MENGAJAR	Tanggal Terbit	: 22 Maret 2018	

No	LEARNING MATERIAL	LECTURER
1. DATE: TIME: CREDIT		
2. DATE: TIME: CREDIT		
3. DATE: TIME: CREDIT		
4. DATE: TIME: CREDIT		

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		Section	: 1
		Revisi	: 00
PEMBATALAN/ PENGGANTIAN/ PENAMBAHAN SESI PERKULIAHAN	Tanggal Terbit	: 22 Maret 2018	



FORM PERMOHONAN PEMBATALAN/ PENGGANTIAN/ PENAMBAHAN SESI PERKULIAHAN

NO	Mata Kuliah	Nama Dosen	Kelas	Status Permohonan	Jadwal Kuliah	Tindak Lanjut
				(Pembatalan/Penggantian/Penambahan)		
1						
2						
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Mengetahui,
Ketua Program Studi

Surabaya,.....
Head of Academic Affairs

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		Section	: 1
		Revisi	: 00
FORM DOSEN BERHALANGAN HADIR	Tanggal Terbit	: 22 Maret 2018	

 Akademi Kuliner & Patiseri OTTIMMO INTERNASIONAL <small>CULINARY ARTS - GASTRONOMY - BAKING/PASTRY ARTS</small>							FORM DOSEN BERHALANGAN HADIR	
NO	Tanggal	Mata Kuliah	Nama Dosen	Kelas	Alasan tidak Hadir	Tindak Lanjut		
1								
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Mengetahui, Ketua Program Studi				Surabaya,..... Head of Academic Affairs				



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FORMULIR SPMI

No. Dokumen : FM-AKA/LPM/32
Section : 1
Revisi : 00

KONTRAK PERKULIAHAN

Tanggal Terbit : 26 Maret 2018

KONTRAK PERKULIAHAN

1. Identitas Mata Kuliah
Nama Mata Kuliah :
- Jumlah SKS :
- Semester :
- Hari Pertemuan/Pukul :
- Tempat Pertemuan :
2. Manfaat Mata Kuliah :
3. Deskripsi Mata Kuliah :
4. Standar Kompetensi :
5. Strategi Perkuliahan :
6. Materi Pokok :
7. Bahan Bacaan :
8. Tugas :
9. Kriteria Penilaian :
10. Jadwal Perkuliahan :

Surabaya,


Wakil Mahasiswa

Dosen Pengampu

.....
.....

Mengetahui,
Ketua Program Studi Seni Kuliner


.....

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CONTOH SOAL UTS	Tanggal Terbit	: 27 Maret 2018	


- Both cleaning and sanitizing are essential in preventing foodborne illness. Explain the differences of definition between cleaning and sanitizing!
- Personal hygiene is the way a person maintains their health, appearance and cleanliness. Good personal hygiene can help prevent the spread of infectious diseases and foodborne illness. Mention the examples of good personal hygiene implementation! (at least 5 examples).
- Mention the five keys (principles) of food hygiene!
- Mention the steps that should take place when cleaning an area!
- Based on the environment growth (availability of oxygen), bacteria were divided into aerobic bacteria, anaerobic bacteria, and facultative anaerobes. Explain these three categories!
- Intrinsic and extrinsic factors affecting the type and number of microorganisms in foods. Mention and explain these intrinsic factors!
- Cross contamination is the transfer of harmful bacteria from on food via means of utensils, equipment or human hands to another food. It also can occur when a raw food touches or drips onto a cooked or ready-to-eat food. Mention how to prevent the cross-contamination!
- Explain the definition of food infection, food intoxication and food toxico-infection in foodborne illness!

ANSWER:

- Cleaning removes the visible soil and food particles from a surface. Clean means free of visible soil. Such as cleaning food crumbs off a table, or wiping raw chicken pieces off of a cutting board, Sanitizing reduces the number of microorganisms (bacteria, viruses, etc.). Sanitary means free of harmful level of disease caused by microorganisms.
- Good personal hygiene:

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CONTOH SOAL UTS	Tanggal Terbit	: 27 Maret 2018	

- Hair should be properly tucked inside the cap.
 - No earring or necklace/chains
 - No outer pockets
 - Wear neat and clean clothes
 - No wrist watch/rings
 - Cover all wounds
 - Nails should be short and clean
 - Torn clothes should be repaired or replaced
 - Wear clogs and safety shoes.
3. Five key principles of food hygiene:
- Prevent contaminating food with mixing chemicals, spreading from people, and animals.
 - Separate raw cooked foods to prevent contaminating the cooked foods.
 - Cook foods for the appropriate length of time and the appropriate temperature to kill pathogens.
 - Store food at proper temperature.
 - Use safe water and raw materials.
4. Five steps that should take place when cleaning an area: remove debris, rinse, detergent application, rinse, sanitize.
5. Aerobic bacteria (grow only if oxygen is present), anaerobic bacteria (grow only if oxygen is absent), facultative anaerobes (can live without oxygen, but prefer where oxygen is present).
6. Intrinsic factors:
- a. Nutrient content: carbohydrate, protein, fat.
 - b. Growth factors & inhibitors: chemical and natural inhibitors
 - c. pH: optimum at 6,6 – 7,5
 - d. Water activity: 0,7-1


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CONTOH SOAL UTS	Tanggal Terbit	:	27 Maret 2018	

7. Preventing cross-contamination:

- Wash, rinse and sanitize cutting boards, knives, utensils and countertops after contact with raw meat.
- Store raw meat below and away from all ready-to-eat foods.
- Wash, rinse and sanitize food contact equipment (slicers, knives, cutting boards) at least every 4 hours.
- Wash hands before handling food and after touching raw meat.

8. Classification of foodborne illness:

- a. Infection: an infection is caused when a living microorganisms is ingested as part of a food. After ingestion, the microorganisms then attach to the gastrointestinal tract and begin to grow a cause some common symptoms.
- b. Intoxication: intoxication is caused when a living microorganisms grows in or on a food and produces a toxin. The food containing the toxin is then ingested and the toxin itself causes illness.
- c. Toxicoinfection: a toxicoinfection is caused when a living microorganisms is consumed and then the microorganisms produces a toxin in the body, then leads to illness.

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		Section	: 1
	CONTOH SOAL UAS	Revisi	: 00
Tanggal Terbit		: 27 Maret 2018	

1. Inclusion of ingredients in food labeling is one of the information subjects from food packaging. What are the differences between raw material and food component in the term of food labeling system? (15)

Answer:

Raw material:

Food component:

- 2.


Nutrition Facts			
Per 3/4 cup (175 g)			
Amount	% Daily Value		
Calories 160			
Fat 2.5 g	4 %		
Saturated 1.5 g	8 %		
+ Trans 0 g			
Cholesterol 10 mg			
Sodium 75 mg	3 %		
Carbohydrate 25 g	8 %		
Fibre 0 g	0 %		
Sugars 24 g			
Protein 8 g			
Vitamin A 2 %	Vitamin C	0 %	
Calcium 20%	Iron	0 %	

Please read carefully this nutrition fact. If you have consumed 200 grams of this product, calculate the % Daily Value of each nutrient (amount of calories, fat including saturated + trans fat, sodium, carbohydrate, vitamin A and calcium)! (20)

Answer:

3. HACCP quality assessment based on three aspects: systematic, efficient, and on the spot. What does it means about **systematic aspect** during the HACCP application in food production? (10)

Answer:

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		Section	:	1
		Revisi	:	00
CONTOH SOAL UAS	Tanggal Terbit	:	27 Maret 2018	

4. Innovative food packaging is one of technological developments of food safety applications. Explain and give examples of **active packaging** and **intelligent/smart packaging!** (15)

Answer:

Active packaging:

Intelligent/smart packaging:


5. Explain each of the roles/function of **oxygen removing/reducing** (vacuum packing), **reducing moisture content** (evaporation, dehydration), and **irradiation system** during the control of microbial growth in food to inhibit the growth of microbial contaminants! (15)

Answer:

Oxygen removing/reducing:

Reducing moisture content:

Irradiation system:

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		Section	:	1
		Revisi	:	00
INTERNAL MEMO PELAKSANAAN UJIAN SUSULAN	Tanggal Terbit	:	27 Maret 2018	

INTERNAL MEMO

Kepada :
Mata Kuliah yang Diampu :

Untuk melaksanakan ujian susulan bagi mahasiswa

Nama :
NIM :
Alasan Ketidakhadiran :

Demikian surat penunjukan ini berlaku dari tanggal diterbitkan memo ini

Mengetahui,

.....
Ketua Program Studi

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		Section	: 1
		Revisi	: 00
KARTU KONSULTASI RND	Tanggal Terbit	: 28 Maret 2018	



**FORM CONSULTATION
 RESEARCH AND DEVELOPMENT
 FINAL PROJECT**

Name :
 Student Number :
 Class :

**STUDY PROGRAM OF CULINARY ART
 OTTIMMO INTERNATIONAL
 MASTERGOURMET ACADEMY
 SURABAYA**


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		Section	: 1
		Revisi	: 00
DAFTAR KONVERSI NILAI	Tanggal Terbit	: 28 Maret 2018	

DAFTAR KONVERSI NILAI					
Status Mahasiswa	:		Nama PT Tujuan	:	
Nama PT Asal	:		Nama Mahasiswa	:	
Nama Mahasiswa	:		NIM	:	
NIM	:		Program Studi	:	
Fakultas/Jurusan	:		Tahun Masuk	:	
Program Studi	:				

MATA KULIAH YANG SUDAH DITEMPUH					MATA KULIAH YANG DIAKUI					KET
SMT	KODE MK	MATA KULIAH	SKS	NILAI HURUF	SMT	KODE MK	MATA KULIAH	SKS	NILAI HURUF	
I										
II										
III										
IV										
TOTAL SKS					TOTAL SKS					

TOTAL MK DIAKUI		
TOTAL SKS DIAKUI		
TOTAL SKS YANG HARUS DITEMPUH		

Pemohon Mahasiswa	Pelaksana Konversi Ketua Program Studi	Disetujui Direktur
Tanggal : (.....)	Tanggal : (.....)	Tanggal : (.....)

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	FORMULIR SPMI	No. Dokumen	:	FM-AKA/LPM/40
		Section	:	1
		Revisi	:	00
BERITA ACARA UJIAN RND	Tanggal Terbit	:	29 Maret 2018	

BERITA ACARA
PENYELENGGARAAN UJIAN PRESENTASI
RESEARCH AND DEVELOPMENT NEW PRODUCT
TAHUN AKADEMIK.....

Pada hari ini Tanggal

a. Telah diselenggarakan Ujian Presentasi Research and Development New Product Tahun Akademik di Akademi Kuliner dan Patiseri Ottimmo Internasional,

Nama :
 NIM :
 Ruang :

b. Catatan Selama Pelaksanaan Ujian Mata Kuliah **)

.....

Berita Acara ini dibuat dengan sesungguhnya.

Yang Membuat Berita Acara

Penguji I

1. Nama :
 2. NIP :
 3. Tanda Tangan :

Penguji II

1. Nama :
 2. NIP :
 3. Tanda Tangan :

Pembimbing

1. Nama :
 2. NIP :
 3. Tanda Tangan :

Mahasiswa

1. Nama :
 2. NIM :
 3. Tanda Tangan :

Keterangan:

*) Dicoret salah satu

**) Diisi apabila terjadi hal-hal antara lain:

- Ketidaksesuaian jumlah siswa yang hadir/alasan ketidakhadiran
- Pelanggaran tata tertib oleh peserta ujian

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		Section	: 1
		Revisi	: 00
FORM IJIN TERLAMBAT MAHASISWA	Tanggal Terbit	: 1 April 2018	



Akademi Kuliner dan Patiseri
OTTIMMO
 INTERNASIONAL
CULINARY ARTS • GASTRONOMY • BAKING PASTRY ARTS

TARDY REQUEST FORM

Student's Name : _____

Date : _____

Subject : _____

Reason : _____

Student's Signature,

Permitted by,

(_____)

(_____)

Dated :

Dated :

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: marketing@ottimmo.ac.id		
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		Section	: 1
		Revisi	: 00
FORM IJIN TIDAK MENGIKUTI KEGIATAN PERKULIAHAN (ABSEN)	Tanggal Terbit	: 2 April 2018	

STUDENT'S ABSENCE REQUEST FORM

Department Head of Student Affairs



NOTE: Class absence can only be approved by the direct faculty. Notification of absence by the Department Head-

Student Affairs & Internship Placement is intended to provide students a method of relaying documented information to their respective faculties. All information is subject to an independent review and confirmation process by the Departement Head-Student Affairs & Internship Placement.

Student's Name : _____
 Student's ID No : _____
 E-mail address : _____
 Contact information during absence : _____ (*must be filled)
 Date of absence : _____, _____ Day/s

Reason for request of absence notification (*please include specific description and dates absent):


Class Subject : _____
 Name of Lecturer/s : _____

*Have you notified your faculty of your absence(s)? YES / NO (*circle one). Have you arranged with your faculty for covering the materials you missed due to your absence(s)? YES / NO (*circle one)*

A WRITTEN DOCUMENTATION CORROBORATING THIS REQUEST SHOULD BE ATTACHED FOR THIS REQUEST TO BE CONSIDERED.

 STUDENT SIGNATURE

 DEPT. HEAD OF STUDENT AFFAIRS

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		Section	:	1
		Revisi	:	00
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Full Name:	Relationship :
Company:	Phone: ()
Address :	

Previous Employment

Company:	Phone: ()	
Address:	Supervisor:	
Job Title:	Starting Salary: Rp	Ending Salary: Rp
Responsibilities :		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference?		YES NO
		<input type="checkbox"/> <input type="checkbox"/>

Company:	Phone: ()	
Address:	Supervisor:	
Job Title:	Starting Salary: Rp	Ending Salary: Rp
Responsibilities :		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference?		YES NO
		<input type="checkbox"/> <input type="checkbox"/>

Company:	Phone: ()	
Address:	Supervisor:	
Job Title:	Starting Salary: Rp	Ending Salary: Rp
Responsibilities :		
From:	To:	Reason for Leaving:
May we contact your previous supervisor for a reference?		YES NO
		<input type="checkbox"/> <input type="checkbox"/>

Other Achievement / Organization

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		Revisi	:	00
BERKAS SELEKSI TENAGA PENDIDIK DAN TENAGA KEPENDIDIKAN	Tanggal Terbit	:	2 April 2018	

Place:

From:

To:

Position:

Type of Buss.:

Other comments:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.


Signature: _____ Date: _____



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		Revisi	:	00
BERKAS SELEKSI TENAGA PENDIDIK DAN TENAGA KEPENDIDIKAN	Tanggal Terbit	:	2 April 2018	



CANDIDATE INTERVIEW EVALUATION FORM

Candidate's Name: _____

Date: _____

Interviewed By: _____

Time: _____

SCORING

Candidate evaluation forms are to be completed by the interviewer to rank the candidates overall qualifications for the position. Under each heading the interviewer should give the candidate a numerical rating and write specific job related comments in the space provided. The numerical rating system is based on the following:

5 – Exceptional 4 – Above Average 3 – Average 2 – Satisfactory 1 – Unsatisfactory

Educational Background – Does the candidate have the appropriate educational qualifications

or training for this position?

Rating: 1 2 3 4 5

Comments:

Prior Work Experience – Has the candidate acquired necessary skills or qualifications through

past work experiences?

Rating: 1 2 3 4 5


Comments:

Technical Qualifications/Experience – Does the candidate have the technical skills necessary

for this position?

Rating: 1 2 3 4 5

Comments:

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	FORMULIR SPMI	No. Dokumen	:	FM-PEG/LPM/03
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BERKAS SELEKSI TENAGA PENDIDIK DAN TENAGA KEPENDIDIKAN	Tanggal Terbit	:	2 April 2018	

Administrative and budgetary experience: financial planning, staff supervision, management

of resources – Does the candidate demonstrate the knowledge of these areas necessary for this

position?

Rating: 1 2 3 4 5

Comments:

Leadership Ability – Did the candidate demonstrate the leadership skills necessary for this

position?

Rating: 1 2 3 4 5

Comments:

Customer Service Skills – Did the candidate demonstrate the knowledge and skills to create a

positive customer experience/interaction necessary for this position?

Rating: 1 2 3 4 5

Comments:

Communication Skills – How were the candidate’s communication skills during the interview?

Rating: 1 2 3 4 5

Comments:

Candidate Enthusiasm – How much interest did the candidate show in the position?

Rating: 1 2 3 4 5

Comments:


Overall Impression and Recommendation – Final comments and recommendations for proceeding with this candidate.

Rating: 1 2 3 4 5

Comments:

Candidate,

Interviewer,

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
	FORMULIR SPMI	No. Dokumen	:	FM-PEG/LPM/03
		Section	:	1
		Revisi	:	00
BERKAS SELEKSI TENAGA PENDIDIK DAN TENAGA KEPENDIDIKAN	Tanggal Terbit	:	2 April 2018	

Name

Name

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
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		Section	:	1
		Revisi	:	00
BERKAS SELEKSI TENAGA PENDIDIK DAN TENAGA KEPENDIDIKAN	Tanggal Terbit	:	2 April 2018	



Akademi Kuliner & Patiseri
OTTIMMO
INTERNASIONAL
CULINARY ARTS - GASTRONOMY - BAKING PASTRY ARTS

INTERVIEW CANDIDATE – MUTUAL CONSENT FORM

1. Daily working attire should be neat and accordingly to the Department grooming standard at all times.

- Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly Agree

2. Employee should always be PUNCTUAL

- Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly Agree

3. Employee should always be at the working place within the specified working hours agreed upon.

- Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly Agree

4. Employee should be able to adapt to the working environment and get along with other employee from other department

- Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly Agree

5. Employee should perform his/her work to the Academy and to the Academy only during the period of employment

- Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly Agree

6. Employee should inform his/her superior in the case of not being able to come to work or being late

- Strongly disagree
 Disagree
 Neutral
 Agree
 Strongly Agree



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FORMULIR SPMI


No. Dokumen : FM-PEG/LPM/04

Section : 1

Revisi : 00

**BERKAS SELEKSI TENAGA PENDIDIK
DAN TENAGA KEPENDIDIKAN**

Tanggal Terbit : 2 April 2018

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	FORMULIR SPMI	No. Dokumen	:	FM-PEG/LPM/05
		Section	:	1
		Revisi	:	00
FORM CUTI DAN IJIN	Tanggal Terbit	:	3 April 2018	



Akademi Kuliner dan Patiseri
OTTIMMO
 INTERNASIONAL
CULINARY ARTS • GASTRONOMY • BAKING PASTRY ARTS

No :2017. _____
 Staffs Absence Request

Absence Information

Employee Name : _____

Employee Position : _____ Department _____

Type of Absence Requested :

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Maternity | <input type="checkbox"/> Family Responsibility |
| <input type="checkbox"/> Time Off w/o Pay | <input type="checkbox"/> Annual Leave | <input type="checkbox"/> Other/s |

Date of Absence : From _____ To _____

Reason of Absence :

You must submit request for absences, other than sick leave, three days prior to the first day you will be absent.

 Employee Signature

 Date

UPPER MANAGEMENT APPROVAL

- Approved Rejected

Comments :

 Director Signature

 Date

 Head of Department

 Date

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
	FORMULIR SPMI	No. Dokumen	: FM-PEG/LPM/06
		Section	: 1
		Revisi	: 00
FORM MENINGGALKAN KANTOR SAAT JAM KERJA	Tanggal Terbit	: 3 April 2018	

LEAVE REQUEST FORM



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 INTERNASIONAL
CULINARY ARTS • GASTRONOMY • BAKING PASTRY ARTS

Employee's Name : _____ Dept _____

Date : _____

Time Out : _____ In _____

Reason for Leave : _____

Employee Signature _____ Date _____

Approved By _____ Date _____



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FORMULIR SPMI

No. Dokumen	:	FM-PEG/LPM/07
Section	:	1
Revisi	:	00

CHECK LIST KEBERSIHAN KAMAR MANDI

Tanggal Terbit	:	3 April 2018
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No	Kegiatan	Tanggal																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Memeriksa kebersihan kamar mandi																																
2	Membersihkan lantai toilet																																
3	Menyediakan tissue di toilet																																
4	Menyediakan tissue di wastafel																																
5	Memeriksa kebersihan wastafel																																
6	Memeriksa penerangan kamar mandi																																
7	Membersihkan tempat sampah																																
8	Memeriksa saluran air di kamar mandi																																
9	Menyediakan pengharum kamar mandi																																

Catatan : Berikan tanda √ pada setiap kegiatan yang telah dilaksanakan

Mengetahui,
General Affairs



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FORMULIR SPMI

No. Dokumen	:	FM-PEG/LPM/08
Section	:	1
Revisi	:	00

CHECK LIST KEBERSIHAN KELAS

Tanggal Terbit	:	3 April 2018
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No	Kegiatan	Tanggal																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Memeriksa kebersihan kelas																																
2	Memastikan tidak ada kendala pada LCD & pengeras suara																																
3	Menyediakan penghapus dan spidol yang dapat digunakan																																
4	Memastikan papan tulis bersih																																
5	Memastikan kursi tertata rapi																																
6	Memastikan AC atau pendingin ruangan berfungsi																																

Catatan : Berikan tanda √ pada setiap kegiatan yang telah dilaksanakan

Mengetahui,
General Affairs



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FORMULIR SPMI

No. Dokumen : FM-PEG/LPM/09

Section : 1

Revisi : 00

CHECK LIST KEBERSIHAN MUSHOLA

Tanggal Terbit : 3 April 2018

No	Kegiatan	Tanggal																																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1	Memeriksa kebersihan mukena & sajadah																																	
2	Memastikan kebersihan tempat wudhu																																	
3	Memastikan lampu mushola berfungsi dengan baik																																	
4	Memastikan adanya tanda arah kiblat																																	
5	Memastikan kipas angin dapat berfungsi dengan baik																																	
6	Memastikan jam dinding dapat berfungsi dengan baik																																	

Catatan : Berikan tanda √ pada setiap kegiatan yang telah dilaksanakan

Mengetahui,
General Affairs



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FORMULIR SPMI

No. Dokumen	:	FM-PEG/LPM/10
Section	:	1
Revisi	:	00

CHECK LIST KEBERSIHAN LABORATORIUM


Tanggal Terbit	:	3 April 2018
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No	Kegiatan	Tanggal																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Memeriksa kebersihan laboratorium																																
2	Memeriksa kelengkapan alat di laboratorium																																
3	Memastikan alat di laboratorium berfungsi dengan baik																																
4	Memastikan bahan praktikum di laboratorium tersedia																																


Catatan : Berikan tanda √ pada setiap kegiatan yang telah dilaksanakan

Mengetahui,
General Affairs

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	FORMULIR SPMI	No. Dokumen	: FM-KEU/LPM/01
		Section	: 1
		Revisi	: 00
BUKTI PEMBAYARAN SPP	Tanggal Terbit	: 4 April 2018	

MONEY RECEIPT	Date: <u> </u> / <u> </u> / <u> </u>	NO: 
	RECEIVED from _____ with the amount _____	
	of Rp _____	
	For the PAYMENT OF _____	
	<input type="checkbox"/> CASH <input type="checkbox"/> TRANSFER <input type="checkbox"/> CHEQUE # _____	NON-REFUNDABLE ACKNOWLEDGE & RECEIVED by _____

MONEY RECEIPT	Date: <u> </u> / <u> </u> / <u> </u>	NO: 
	RECEIVED from _____ with the amount _____	COPY
	of Rp _____	
	For the PAYMENT OF _____	
	<input type="checkbox"/> CASH <input type="checkbox"/> TRANSFER <input type="checkbox"/> CHEQUE # _____	NON-REFUNDABLE ACKNOWLEDGE & RECEIVED by _____

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
	FORMULIR SPMI	No. Dokumen	: FM-QS/LPM/01
		Section	: 1
		Revisi	: -
KUISIONER VISI DAN MISI	Tanggal Terbit	: 5 Maret 2018	



Kuisisioner Evaluasi Visi & misi Program Studi
 D-III Seni Kuliner Akademi Kuliner dan Patiseri
 OTTIMMO Internasional
 Tenaga Kependidikan/ 2018

PENGANTAR

Salam Mutu

Dalam rangka mengetahui tingkat pemahaman sivitas akademika dan dosen di Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional maka dengan ini kami mohon kesediaan bapak/ibu untuk berkenan mengisi kuisisioner berikut ini. Atas perhatian dan kerjasamanya kami sampaikan terima kasih.

PETUNJUK

1. **Bagian I berisi Identitas, yang mohon Bapak/Ibu mengisinya.**
2. **Bagian II adalah rumusan Visi dan Misi Program Studi D-III Seni Kuliner saat ini.**
3. **Bagian III berisi pernyataan, yang mohon Bapak/Ibu memberikan tanda V pada kolom alternatif jawaban yang sesuai.**

I. IDENTITAS RESPONDEN

Nama :
 Jenis Kelamin : P / L
 Mata kuliah yang diampu :

II. VISI DAN MISI PROGRAM STUDI D-III SENI KULINER AKADEMI KULINER DAN PATISERI OTTIMMO INTERNASIONAL

Visi Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional adalah:

“Menjadi Pelopor Perguruan Tinggi Bidang Seni Kuliner di Indonesia dengan Standar Internasional pada tahun 2020”

Misi Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional adalah :

- 1) Menyelenggarakan program pendidikan yang berkualitas bidang Seni Kuliner di tingkat nasional dan internasional.
- 2) Menyelenggarakan penelitian bidang Seni Kuliner yang bermanfaat bagi kesejahteraan manusia.

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	FORMULIR SPMI	No. Dokumen	: FM-QS/LPM/01
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		Revisi	: -
KUISIONER VISI DAN MISI	Tanggal Terbit	: 5 Maret 2018	

3) Mengaplikasikan keilmuan Seni Kuliner kepada masyarakat luas.

III. Mohon diisi dengan memberi tanda V pada alternatif jawaban/ kolom yang disediakan.

1. Berapa lama Bapak/Ibu/Saudara telah mengenal Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional?
 - a. Kurang dari 1 (satu) tahun
 - b. Lebih dari 1 tahun namun kurang dari 5 tahun
 - c. Lebih dari 5 tahun namun kurang dari 10 tahun
 - d. Lebih dari 10 tahun

Untuk nomer 2 sampai dengan nomer 7 berikut ini, pilihlah satu jawaban dengan pilihan

SS	S	TS	STS	TT
Sangat Setuju	Setuju	Tidak Setuju	Sangat Tidak Setuju	Tidak Tahu

2.Saya telah memperoleh informasi tentang Visi dan Misi Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional secara memadai


3.Saya memahami Visi dan Misi Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional.

4.Dalam proses pembelajaran mata kuliah yang saya ajarkan telah sesuai untuk mendukung visi dan misi Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional.

5.Dalam melaksanakan penelitian saya memilih topik yang mendukung terwujudnya visi dan misi Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional.

6.Dalam melaksanakan kegiatan pengabdian kepada masyarakat kegiatan yang saya lakukan mendukung terwujudnya visi dan misi Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional.

7.Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional melakukan upaya untuk mewujudkan Visi dan misinya.


	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id		
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		Section	: 1
		Revisi	: -
KUISIONER VISI DAN MISI	Tanggal Terbit	: 5 Maret 2018	

8. Dari manakah Bapak/Ibu mengetahui Visi dan Misi Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional (Lingkari jawaban yang Bapak/Ibu ketahui)


1. Forum Pertemuan
2. Buku Pedoman Akademik
3. Banner/ Papan
4. Website
5. Tabloid
6. Lain-lain, sebutkan

9. Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional sangat terbuka atas masukan dari Bapak/Ibu/Saudara dalam rangka pengembangan, sosialisasi dan pelaksanaan Visi dan Misi pada masa yang akan datang.

Mohon tuliskan Harapan/ saran di bawah ini:

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KUISIONER PENGGUNA LULUSAN	Tanggal Terbit	: 6 Maret 2018	

6.	Kemampuan Bahasa Inggris					
7.	Komunikasi					
8.	Penggunaan Teknologi Informasi					
9.	Pengembangan Diri					

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KUISIONER TRACER STUDY	Tanggal Terbit	: 8 Maret 2018	

ALUMNI QUESTIONNAIRE


Dear Alumni,

We want to know more about what our former students go on to do after they graduate. We also want to get better at keeping in touch with our alumni, as well as helping our alumni to keep in touch with each other. In order to do this, we are currently in the process of developing an alumni database. It would help us if you could provide us with your information by taking a few moments to complete the following questionnaire. If you are still in touch with any other former OTTIMMO students, please also encourage them to complete the questionnaire.

Your current status : Mr/Mrs/Miss/Others

Years at OTTIMMO (from and to) :

1. Current employment status
2. If you are employed, what is your occupation and name of the employer?
3. If you are employed, is your occupation related to your study in OTTIMMO?
4. How much salary do you get?
5. If you are studying, where did you study?
6. How long you take your first job after your graduation from OTTIMMO?
7. How many times you apply for job before getting your first job?
8. We would like to keep in touch with our alumni and have set up an 'Alumni Association' to help us do this. How would you like us to keep in touch with you? Please tick all that apply. (Newsletter, Website, Reunion, Invites to school event, social media network, None of above)

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COURSE EVALUATION QUESTIONNAIRE	Tanggal Terbit	: 5 Maret 2018	

Dear Students,

Please take a moment to evaluate course that you have took by completing the survey below. Your feedback is valued and allows us to measure our success and areas of improvement in teaching process. If you have a specific concern or complaint, please complete the blank space in the end of this questionnaire.


1. Identity

Gender : Male / Female
 Class :


2. General Instruction :

Mark your choice with (v) for (1) *strongly disagree* / (2) *disagree* / (3) *neutral* / (4) *agree* / (5) *strongly agree*

No	Rated of Aspect	Scale				
		1	2	3	4	5
Course Material						
1	The exam/test content corresponds to what has been taught/studied in class					
2	Instruction are clearly given for exams/tests					
3	Course materials (e.g. books, handouts, internet resources, etc.) are useful, varied and sufficient					
4	Students are prepared for exams/tests					
Classroom Management						
1	The classroom learning atmosphere is positive					
2	Collaboration between student is encouraged					
3	The lecturer and students agreed on rules of operation in the classroom					
4	The lecturer encourages students to think by themselves and develop their own ideas					

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COURSE EVALUATION QUESTIONNAIRE	Tanggal Terbit	: 5 Maret 2018	

Course Presentation					
1	The lecturer adhere to the course outline, unless special notice was given or agreement was conveyed otherwise				
2	The lecturer is well prepared for lessons (i.e. delivers clear and organized lessons with effective use of technology and handouts when it applied)				
3	The lecturer has a good command of the course subject matter				
4	The lecturer make clear links between lesson theory and job market				
5	The lecturer uses the required equipment/technology effectively (when it applied) to advance student learning activities				
Organization Clarity					
1	During the first class the lecturer distributed the course outline via email				
2	The lecturer fully explained course components (learning outcomes, content, methods of evaluation and calendar)				
3	The lecturer communicates clearly and professionally, both in speaking and writing				
4	Assignments and exams were returned to students within fair delay, i.e. allowing students to adjust for following assignment/exam				
Lecturer-Students Interaction					
1	The lecturer is available for consultation (via line, WA, email or in person)				
2	The lecturer respects the lesson schedule (i.e arrives on time and ends lesson on time)				
3	The lecturer answers question clearly				
4	The lecturer respects students				
5	Lecturer provides constructive feedback to assignments/tests/evaluations, allowing students to progress and adapt accordingly				

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KUISIONER KEPUASAN MAHASISWA TERHADAP DEPARTMEN DAN DOSEN	Tanggal Terbit	: 12 Maret 2018	

Dear Florence Students,

Please take a moment to assess our services by completing the survey below. Your feedback is valued and allows us to measure our success and areas of improvement in teaching process and daily service delivery. If you have a specific concern or complaint, please complete the blank space in the end of this questionnaire.

3. Identity

Gender : Male / Female
 Class :
 Group : 1/ 2/ 3/ 4

4. General Instruction :

Mark your choice with (v)

For :
 Introduction to nutrition and assessment (Miss Heni), Culinary Arts 2 (Chef Zaldy, Chef Jerry, Chef Arya), Professional Communication Skill (Miss Tri Rezeki Ambarwati), Civil education (mr Soedarso), Science of culture (Mr Akhmad Ryan Pratama), Indonesian Language (Ms Heti Palestina)

No	Rated of Aspect	Scale				
		1	2	3	4	5
Course Material						
1	The exam/test content corresponds to what has been taught/studied in class					
2	Instruction are clearly given for exams/tests					
3	Course materials (e.g. books, handouts, internet resources, etc.) are useful, varied and sufficient					
4	Students are prepared for exams/tests					
Classroom Management						



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1	The classroom learning atmosphere is positive					
2	Collaboration between student is encouraged					
3	The lecturer and students agreed on rules of operation in the classroom					
4	The lecturer encourages students to think by themselves and develop their own ideas					
Course Presentation						
1	The lecturer adhere to the course outline, unless special notice was given or agreement was conveyed otherwise					
2	The lecturer is well prepared for lessons (i.e. delivers clear and organized lessons with effective use of technology and handouts when it applied)					
3	The lecturer has a good command of the course subject matter					
4	The lecturer make clear links between lesson theory and job market					
5	The lecturer uses the required equipment/technology effectively (when it applied) to advance student learning activities					
Organization Clarity						
1	During the first class the lecturer distributed the course outline via email					
2	The lecturer fully explained course components (learning outcomes, content, methods of evaluation and calendar)					
3	The lecturer communicates clearly and professionally, both in speaking and writing					
4	Assignments and exams were returned to students within fair delay, i.e. allowing students to adjust for following assignment/exam					
Lecturer-Students Interaction						
1	The lecturer is available for consultation (via line, WA, email or in person)					
2	The lecturer respects the lesson schedule (i.e arrives on time and ends lesson on time)					



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3	The lecturer answers question clearly					
4	The lecturer respects students					
5	Lecturer provides constructive feedback to assignments/tests/evaluations, allowing students to progress and adapt accordingly					

No	Statement	1	2	3	4	5
Academic Affairs and Administration						
1	Ease procedure administration services					
2	Discipline of the staff in providing services					
3	Responsibilities of the staff in providing services					
4	Capability of the staff in providing services					
5	Agility of the staff in providing services					
6	Civility and hospitality of the staff in providing services					
7	Sufficiency of the infrastructure of this department					
Suggestion for this department						
Student Affairs						
1	Ease procedure administration services					
2	Discipline of the staff in providing services					
3	Responsibilities of the staff in providing services					
4	Capability of the staff in providing services					
5	Agility of the staff in providing services					



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6	Civility and hospitality of the staff in providing services					
7	Sufficiency of the infrastructure of this department					
Suggestion for this department						
<i>Finance Affairs</i>						
1	Ease procedure administration services					
2	Discipline of the staff in providing services					
3	Responsibilities of the staff in providing services					
4	Capability of the staff in providing services					
5	Agility of the staff in providing services					
6	Civility and hospitality of the staff in providing services					
7	Sufficiency of the infrastructure of this department					
Suggestion for this department						
<i>Library</i>						
1	OTTIMMO has good library for student					
2	Library has sufficient book for student to develop their cooking knowledge					
3	The library's opening hours suits me					
4	I know how to use the library services					
5	I can get hep in using the library services when i need it					
6	Ease procedure administration services					



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7	Discipline of the staff in providing services					
8	Responsibilities of the staff in providing services					
9	Capability of the staff in providing services					
10	Agility of the staff in providing services					
11	Civility and hospitality of the staff in providing services					
Suggestion for this department						
Classroom						
1	The classroom is clean, comfortable and well maintained					
2	The temperatures and lighting in the study premises are appropriate					
3	There are enough necessary tools and equipment for studies					
4	The classroom's tools and equipment work properly					
5	My belongings are safe and secure at the OTTIMMO when i am in a class					
6	The OTTIMMO's network function well					
Suggestion for this department						
Laboratory (Kitchen)						
1	The Laboratory according to the student needs					
2	The Laboratory is clean, comfortable and well maintained					
3	The temperatures and lighting in the study premises are appropriate					
4	There are enough necessary tools and equipment for cooking					



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5	The Laboratory 's tools and equipment work properly					
6	Discipline of the staff in providing services					
7	Responsibilities of the staff in providing services					
8	Capability of the staff in providing services					
9	Agility of the staff in providing services					
10	Civility and hospitality of the staff in providing services					
11	Sufficiency of the infrastructure of this department					
Suggestion for this department						

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Dear Naple Students,

Please take a moment to assess our services by completing the survey below. Your feedback is valued and allows us to measure our success and areas of improvement in teaching process and daily service delivery. If you have a specific concern or complaint, please complete the blank space in the end of this questionnaire.

5. Identity

Gender : Male / Female
 Class :
 Group : Marzipan / Fondant

6. General Instruction :

Mark your choice with (v)

For :
 Hospitality Human Resource Management Strategy (Ms Diana Indrawati), Baking Pastry Arts (Chef Zaldy, Chef Sagita, Chef Gilbert), Beverages Services & Operation Management (Mr Yudianto Oentario), Strategic Management Seminar (Ms Irra C Dewi), TOEIC (Mr Rizal), RnD.

No	Rated of Aspect	Scale				
		1	2	3	4	5
Course Material						
1	The exam/test content corresponds to what has been taught/studied in class					
2	Instruction are clearly given for exams/tests					
3	Course materials (e.g. books, handouts, internet resources, etc.) are useful, varied and sufficient					
4	Students are prepared for exams/tests					
Classroom Management						
1	The classroom learning atmosphere is positive					



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2	Collaboration between student is encouraged					
3	The lecturer and students agreed on rules of operation in the classroom					
4	The lecturer encourages students to think by themselves and develop their own ideas					
Course Presentation						
1	The lecturer adhere to the course outline, unless special notice was given or agreement was conveyed otherwise					
2	The lecturer is well prepared for lessons (i.e. delivers clear and organized lessons with effective use of technology and handouts when it applied)					
3	The lecturer has a good command of the course subject matter					
4	The lecturer make clear links between lesson theory and job market					
5	The lecturer uses the required equipment/technology effectively (when it applied) to advance student learning activities					
Organization Clarity						
1	During the first class the lecturer distributed the course outline via email					
2	The lecturer fully explained course components (learning outcomes, content, methods of evaluation and calendar)					
3	The lecturer communicates clearly and professionally, both in speaking and writing					
4	Assignments and exams were returned to students within fair delay, i.e. allowing students to adjust for following assignment/exam					
Lecturer-Students Interaction						
1	The lecturer is available for consultation (via line, WA, email or in person)					
2	The lecturer respects the lesson schedule (i.e arrives on time and ends lesson on time)					
3	The lecturer answers question clearly					



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4	The lecturer respects students					
5	Lecturer provides constructive feedback to assignments/tests/evaluations, allowing students to progress and adapt accordingly					

No	Statement	1	2	3	4	5
Academic Affairs and Administration						
1	Ease procedure administration services					
2	Discipline of the staff in providing services					
3	Responsibilities of the staff in providing services					
4	Capability of the staff in providing services					
5	Agility of the staff in providing services					
6	Civility and hospitality of the staff in providing services					
7	Sufficiency of the infrastructure of this department					
Suggestion for this department						
Student Affairs						
1	Ease procedure administration services					
2	Discipline of the staff in providing services					
3	Responsibilities of the staff in providing services					
4	Capability of the staff in providing services					
5	Agility of the staff in providing services					
6	Civility and hospitality of the staff in providing services					



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7	Sufficiency of the infrastructure of this department					
Suggestion for this department						
Finance Affairs						
1	Ease procedure administration services					
2	Discipline of the staff in providing services					
3	Responsibilities of the staff in providing services					
4	Capability of the staff in providing services					
5	Agility of the staff in providing services					
6	Civility and hospitality of the staff in providing services					
7	Sufficiency of the infrastructure of this department					
Suggestion for this department						
Library						
1	OTTIMMO has good library for student					
2	Library has sufficient book for student to develop their cooking knowledge					
3	The library's opening hours suits me					
4	I know how to use the library services					
5	I can get hep in using the library services when i need it					
6	Ease procedure administration services					
7	Discipline of the staff in providing services					



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8	Responsibilities of the staff in providing services					
9	Capability of the staff in providing services					
10	Agility of the staff in providing services					
11	Civility and hospitality of the staff in providing services					
Suggestion for this department						
<i>Classroom</i>						
1	The classroom is clean, comfortable and well maintained					
2	The temperatures and lighting in the study premises are appropriate					
3	There are enough necessary tools and equipment for studies					
4	The classroom's tools and equipment work properly					
5	My belongings are safe and secure at the OTTIMMO when i am in a class					
6	The OTTIMMO's network function well					
Suggestion for this department						
<i>Laboratory (Kitchen)</i>						
1	The Laboratory according to the student needs					
2	The Laboratory is clean, comfortable and well maintained					
3	The temperatures and lighting in the study premises are appropriate					
4	There are enough necessary tools and equipment for cooking					
5	The Laboratory 's tools and equipment work properly					



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6	Discipline of the staff in providing services					
7	Responsibilities of the staff in providing services					
8	Capability of the staff in providing services					
9	Agility of the staff in providing services					
10	Civility and hospitality of the staff in providing services					
11	Sufficiency of the infrastructure of this department					
Suggestion for this department						

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Kuisisioner Kepuasan Pegawai terhadap
Pengelolaan Sumberdaya Manusia di Program
Studi D-III Seni Kuliner Akademi Kuliner dan
Patiseri OTTIMMO Internasional

PENGANTAR

Salam Mutu,

Survei ini bertujuan mengetahui tingkat kepuasan pegawai terkait kebijakan dan implementasi sistem pengelolaan sumberdaya manusia di Program Studi D-III Seni Kuliner Akademi Kuliner dan Patiseri OTTIMMO Internasional. Kami menjaga kerahasiaan jawaban Anda, karenanya survei ini tidak meminta identitas pribadi.

Terima kasih atas perhatian dan partisipasinya.

Salam hormat,

Pusat Penjaminan Mutu

PETUNJUK

1. **Bagian I berisi Identitas, yang mohon Bapak/Ibu mengisinya.**
2. **Bagian II berisi pernyataan, yang mohon Bapak/Ibu memberikan tanda V pada kolom alternatif jawaban yang sesuai.**

I. IDENTITAS RESPONDEN

Jenis Kelamin : P / L

Usia :

II. Mohon diisi dengan memberi tanda V pada alternatif jawaban/ kolom yang disediakan.

2. Berapa lama Bapak/Ibu/Saudara telah bekerja di Akademi Kuliner dan Patiseri OTTIMMO Internasional?
 - e. Kurang dari 1 (satu) tahun
 - f. Lebih dari 1 tahun namun kurang dari 5 tahun
 - g. Lebih dari 5 tahun namun kurang dari 10 tahun
 - h. Lebih dari 10 tahun



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Untuk pertanyaan berikut ini, pilihlah satu jawaban dengan pilihan

SS S TS STS TT
 Sangat Setuju Setuju Tidak Setuju Sangat Tidak Setuju Tidak Tahu

	SS	S	TS	STS	TT
Kebijakan ketentuan jam kerja telah mendukung kinerja institusi					
Pelaksanaan ketentuan jam kerja telah berjalan sesuai yang digariskan					
Kebijakan orientasi pegawai baru telah memadai					
Pelaksanaan orientasi pegawai baru mampu memberi informasi yang diperlukan oleh pegawai baru					
Kebijakan sistem penilaian pegawai berbasis kompetensi mampu mendorong kinerja pegawai					
Pelaksanaan sistem penilaian pegawai telah sesuai ketentuan					
Kebijakan promosi pegawai meningkatkan keinginan untuk berprestasi					
Pelaksanaan promosi pegawai telah berjalan sesuai ketentuan					
Kebijakan mutasi meningkatkan kinerja dan pengetahuan pegawai					
Pelaksanaan mutasi pegawai telah berjalan sesuai ketentuan					
Kebijakan pengembangan pegawai telah sesuai dengan kebutuhan institusi					
Pelaksanaan pengembangan pegawai telah berjalan sesuai ketentuan					
Supervisi atasan langsung pada pengembangan pegawai telah dilakukan dengan baik					
Mudah memperoleh layanan informasi data pegawai yang dibutuhkan untuk keperluan institusi					
Kebijakan remunerasi (sistem penggajian) mendorong peningkatan kinerja pegawai					
Pelaksanaan penggajian telah sesuai ketentuan yang berlaku					
Kebijakan pensiun pegawai telah sesuai peraturan perundang-undangan yang berlaku					
Kebijakan dana pensiun (hari tua) mencerminkan penghargaan atas					



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jasa/kontribusi pegawai					
Kebijakan jaminan kesehatan pegawai sesuai kondisi institusi dan pegawai					
Pelaksanaan layanan kesehatan pegawai telah memadai					
Kebijakan cuti menjaga kesegaran jasmani dan rohani pegawai					
Pelaksanaan ketentuan cuti pegawai telah berjalan sesuai yang digariskan					
Kebijakan lembur pegawai telah memadai					
Pelaksanaan atas ketentuan lembur pegawai telah sesuai dengan ketentuan yang digariskan					
Kebijakan seragam pegawai telah memadai					
Pelaksanaan layanan seragam pegawai sudah baik					
Kebijakan penghargaan mampu meningkatkan kinerja pegawai					
Pelaksanaan pemberian penghargaan pegawai telah sesuai ketentuan yang digariskan					
Fasilitas kerja yang disediakan telah memadai					
Suasana kerja nyaman					
Kebijakan rekrutmen pegawai guna mendapatkan pegawai sesuai dengan yang dibutuhkan institusi					
Pelaksanaan layanan pemenuhan tambahan pegawai baru					


Jika Anda memiliki kritik atau saran untuk peningkatan kualitas pengelolaan sumberdaya manusia di Akademi Kuliner dan Patiseri OTTIMMO Internasional, mohon berkenan menulisnya di bawah ini:

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	FORMULIR SPMI	No. Dokumen	:	FM-LPM/LPM/01
		Section	:	1
		Revisi	:	00
FORM PERMINTAAN TINDAKAN KOREKSI	Tanggal Terbit	:		

Nama Perguruan Tinggi			
Prodi/Unit Kerja			
Ketua Prodi/ Unit Kerja			
Nama Auditor		Tanggal Audit	
PTK No:	Kategori : <input type="checkbox"/> KTS (Ketidak sesuaian) <input type="checkbox"/> Observasi		
Referensi (Butir Mutu)			
Uraian Temuan beserta bukti-bukti pendukung: Uraikan akar masalah: (Diisi oleh Auditee dan Atasan 1 tingkat)			
Tanda Tangan Auditor:		Tanggal:	
Rencana Tindakan Koreksi dan Pencegahan: Tanggal Penyelesaian: (Sebaiknya kurang dari 4 Minggu) <i>*) harap bersungguh sungguh melaksanakan dindakan koreksi dan pencegahan</i>			
Tanda Tangan Teraudit:		Tanggal :	

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	FORMULIR SPMI	No. Dokumen	:	FM-LPM/LPM/01
		Section	:	1
		Revisi	:	00
FORM PERMINTAAN TINDAKAN KOREKSI	Tanggal Terbit	:		

Tinjauan Efektifitas Tindakan Koreksi:			
Status: Dinyatakan Selesai/Terbitkan PTK baru (coret salah satu)			
*) diisi oleh auditor & ditandatangani (1 minggu setelah tanggal penyelesaian)			
Tanda Tangan Auditor:		Tanggal:	

	Akademi Kuliner dan Patiseri OTTIMMO Internasional Jalan Bukit Telaga Golf TC-4/2-3 Citraland-Surabaya Telp./Fax. +6231 5116 0199/+6231 740 8805 Email: info@ottimmo.ac.id			
	FORMULIR SPMI	No. Dokumen	:	FM-LPM/LPM/02
		Section	:	1
		Revisi	:	00
FORM CHECK LIST PELAKSANAAN AMI	Tanggal Terbit	:		

Check list

Pelaksanaan Audit Mutu Internal
Akademi Kuliner dan Patiseri OTTIMMO Internasional

Agar pelaksanaan Audit Mutu Internal (AMI) dapat berjalan dengan lancar, maka semua proses penting harus dilaksanakan dengan baik. Untuk itu silahkan diisi pernyataan berikut ini dengan benar sesuai situasi yang sesungguhnya.

Berilah skor 0-2 pada pernyataan berikut ini.

- 0 = tidak sesuai/tidak ada**
1 = kurang sesuai
2 = sesuai


No.	Pernyataan	Nilai Skor (0 s.d. 2)
1	Perkenalan anggota tim audit/auditor kepada pihak teraudit/ <i>auditee</i>	
2	Penjelasan singkat tentang tujuan dan cakupan audit kepada pihak teraudit	
3	Penjelasan singkat tentang metode dan prosedur yang akan dilakukan kepada pihak teraudit/ <i>auditee</i>	
4	Penetapan pola komunikasi antara tim audit/ auditor dan pihak teraudit	
5	Mengkonfirmasi bahwa dokumen/catatan mutu, fasilitas maupun obyek audit dapat diakses oleh auditor	
6	Penjelasan jadwal acara, tempat kegiatan dan agenda penutupan sesi audit	
7	Memberikan kesempatan untuk bertanya/ memberi usulan kepada pihak teraudit/ auditee tentang rencana audit	
8	Pengumpulan bukti –audit yang sesuai	
9	Pelaksanaan observasi obyek-obyek audit	
10	Penyampaian daftar hasil temuan / <i>finding</i>	
11	Evaluasi pelaksanaan Audit Mutu Internal dan rencana tindak lanjut	

Petugas Pengisian Check list

Jabatan: _____

Tanggal: _____

(_____)

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	FORMULIR SPMI	No. Dokumen	: FM-LPM/LPM/03
		Section	: 1
		Revisi	: 00
FORM CHECK LIST PERSIAPAN AMI	Tanggal Terbit	:	

Check list
Persiapan Audit Mutu Internal
Akademi Kuliner dan Patiseri OTTIMMO Internasional

Agar persiapan Audit Mutu Internal (AMI) dapat berjalan dengan lancar, maka persiapan harus benar-benar matang. Untuk itu silahkan diisi pernyataan berikut ini dengan benar sesuai situasi yang sesungguhnya.

Berilah skor 0-2 pada pernyataan berikut ini.

- 0 = tidak sesuai/tidak ada
- 1 = kurang sesuai
- 2 = sesuai


No	Pernyataan	Nilai Skor (0 sd 2)
1	Cakupan dan kedalaman audit telah ditetapkan	
2	Tujuan dan cakupan audit	
3	Penetapan individu/staf penanggungjawab	
4	Penetapan dokumen/catatan mutu yang dibutuhkan	
5	Penetapan anggota tim audit	
6	Penetapan tanggal dan tempat pelaksanaan AMI	
7	Pembuatan jadwal visitasi	
8	Penetapan tanggal penerbitan laporan audit	
9	Pembagian tugas anggota tim audit	
10	Pembuat daftar pengecekan Audit	
11	Persiapan borang pengamatan	
12	Persiapan borang Permintaan Tindakan Koreksi (PTK)	
13	Penetapan distribusi laporan audit	
14	Komitmen untuk melakukan Persiapan AMI sebaik-baiknya	

Petugas Pengisian Check list

Jabatan: _____

Tanggal: _____

(_____)

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	FORMULIR SPMI	No. Dokumen	: FM-LPM/LPM/04
		Section	: 1
		Revisi	: 00
FORM CHECK LIST PELAPORAN AMI	Tanggal Terbit	:	

Check list
Pelaporan Audit Mutu Internal
Akademi Kuliner dan Patiseri OTTIMMO Internasional

Pembuatan laporan audit mutu internal AMI adalah sangat penting. Dengan adanya laporan yang lengkap dan komprehensif, maka proses monitoring dan evaluasi akan lebih mudah dilaksanakan. Untuk itu silahkan diisi pernyataan berikut ini dengan benar sesuai situasi yang sesungguhnya.

Berilah skor 0-2 pada pernyataan berikut ini.

- 0 = tidak sesuai/tidak ada
 1 = kurang sesuai
 2 = sesuai

No.	Pernyataan	Nilai Skor (0 s.d. 2)
1	Tujuan dan cakupan audit diuraikan	
2	Rencana audit telah diuraikan	
3	Penunjukan ketua dan pembentukan tim auditor telah diuraikan	
4	Tanggal pelaksanaan audit	
5	Pihak teraudit/ departemen/ unit kerja	
6	Hasil temuan: observasi (OB) dan/atau ketidaksesuaian (KTS)	
7	Pertimbangan tim audit tentang sejauh mana pihak teraudit/ <i>auditee</i> patuh terhadap standar sistem mutu	
8	Pertimbangan tim audit/ auditor tentang kemampuan sistem mutu untuk mencapai tujuan mutu/ sasaran mutu/ kebijakan mutu	
9	Daftar distribusi laporan audit (siapa saja yang berhak menerima)	
10	Tanda tangan ketua tim auditor	
11	Bentuk laporan audit sudah sesuai	

Petugas Pengisian Check list

Jabatan: _____

Tanggal: _____

(_____)

