



## Struktur Organisasi Dan Tupoksi Organizational Structure and Main Duties & Functions

UJM ----- Ketua Laboratorium

Dr. Ir. Daduk S

**Tupoksi :** Ketua Laboratorium 1. Merencanakan kegiatan pendidikan, penelitian dan pengabdian masyarakat di Laboratorium. 2. Menyusun rencana operasional dan pengembangan laboratorium 3. Memberikan layanan bagi sivitas akademika untuk melakukan pengembangan ilmu pengetahuan 4. Menyiapkan jadwal kegiatan laboratorium 5. Mengkoordinasikan segala kegiatan akademik yang dilaksanakan dalam laboratorium 6. Melakukan pembinaan kepada anggota laboratorium 7. Menjalin kerja sama dengan pihak luar dalam rangka pemberdayaan laboratorium 8. Melakukan pemantauan dan evaluasi atas ketersediaan sarana dan prasarana dan kegiatan laboratorium 9. Melaporkan kegiatan sekurang-kurangnya setiap semester kepada Ketua Jurusan 10. Melakukan koordinasi dengan dosen-dosen minat terkait dengan pengembangan ilmu dan proses belajar mengajar.

### ORGANIZATIONAL STRUCTURE OF SENDANG BIRU MARINE FISHERIES LABORATORY

UJM - Laboratory Head

#### Main duties and functions :

Laboratory Head

- Program the education and research activity also community service in laboratory.
- Organize the operational planning and laboratory development.
- Provide services for academicians to do a science development.
- Prepare the laboratory activity schedule.
- Coordinate every academic activities conducted in laboratory

- Do coaching activity for laboratory members.
- Establish a cooperation with another party in order with laboratory empowerment.
- To monitor and evaluate upon the availability of facility and infrastructure and laboratory activities .
- Report the activities at least every semester to the Head of Department.
- To coordinate with lecturers of interest related to the development of science and learning process.