



UNIVERSITAS TAMA JAGAKARSA

Kampus : Jalan Letjen T. B. Simatupang No. 152 Tanjung Barat-Jakarta Selatan 12530
Telepon : (021) 7890965, 782.9919, 78831838, 7890634
Fax : (021) 7890966, E-mail : info@jagakarsa.ac.id
Website : <http://www.jagakarsa.ac.id>

SURAT TUGAS

NO. 33/UTAMA/DEKAN/II/2025

Fakultas : Ekonomi

Nama : **Bachtiar Sembiring, S.E., M.M**

Pangkat/Golongan : Lektor

NIDN /NIDK/NUPN : 0308107001

Untuk melaksanakan tugas sebagai berikut:

No	Uraian Tugas	Hari	Pukul	Mata Kuliah	Kode MK	Kredit (sks)	Jenjang Program	Program Studi	Semester
	Mengajar	Senin	10.50-13.20	Manajemen Operasional I	314114043	3	S-I	Manajemen	Genap 24/25
		Jumat	19.30-22.00	Studi kelayakan Bisnis	31B040	3	S-I	Manajemen	
		Sabtu	13.00 - 15.30	Manajemen Operasional I	314114043	3	S-I	Manajemen	
						9			

Kepada yang bersangkutan akan diberikan gaji / honorarium sesuai dengan peraturan penggajian yang berlaku di Universitas Tama Jagakarsa. Penugasan ini berlaku dari tanggal, 10 Maret 2025 sampai dengan tanggal, 28 juni 2025.

Tembusan:

1. Rektor Universitas Tama Jagakarsa
2. Wakil Rektor I Universitas Tama Jagakarsa
3. Ketua Program Studi Manajemen
4. Kepala Bagian Administrasi Umum
5. Arsip.

Jakarta, 10 Februari 2025

Dekan

Prof. Dr. N. F. H. Ginting, SE., SH., MM



DAFTAR HADIR DAN NILAI SEMESTER GANJIL / GENAP T.A.....

UTAMA/F.A/U/001

Kampus : Jl. Letjen T.B. Simatupang No. 152 Tanjung Barat - Jakarta Selatan 12530
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Fax. : (021) 789 0966
Email : info@jagakarsa.ac.id
Website : http://www.jagakarsa.ac.id

Program Studi : MANAJEMEN S-1.
Kode dan Mata kuliah : MANAJEMEN OPERASIONAL I -
Smt/SKS/W. Kuliah : IV SABTU / 3 SKS / 13.00 - 15.00

Dosen : PRAGUHA S
Tgl. Kuliah pertama dan berakhir : 15/3/25 s.d. 28/6/25

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																		Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18					19	20		Jumlah	Huruf	
			15/3	22/3	29/3	05/4	12/4	19/4	26/4	03/5	10/5	17/5	24/5	31/5	07/6	14/6	21/6	28/6							100%	N.A				
1	23310002	ADJI RAHMAT	✓	✓			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓							20	16	18,75	26,75	81	A	lulus
2	23310030	DANANG JATI KUSUMA.	✓	✓			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓							20	16	18,75	26,75	81	A	lulus
3	23310019	RANI SUBSTIAWATI	✓	✓			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓							20	15	20	26,75	81,75	A	lulus
4	23310084	KRISMAN GUSA	✓	✓			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓							20	15	18,75	28	81,75	A	lulus.
5	23310012	MIPTAHUL JANNAH	✓	✓			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓							20	14	20	26,75	80,75	A	lulus
6	23310006	IRHAMANI	✓	✓			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓							20	15	18,75	28	81,75	A	lulus
7																														
8																														
9																														
10																														
11																														
12																														
13																														
14																														
15																														

Keterangan :
✓ : Hadir Perkuliahan
- : Absen Perkuliahan
S : Sakit
i : Ijin

Kehadiran Minimal 75 %
UTS : Ujian Tengah Semester
UAS : Ujian Akhir Semester
Ket : Lulus / Tidak Lulus

PENILAIAN
0 - 44 = E
45 - 55 = D
56 - 69 = C
70 - 79 = B
80 - 100 = A

Dosen Pengampu

PRAGUHA S

Jakarta,

Ketua Program Studi

Melensa Septoring, S.P., M.M.



DAFTAR HADIR DAN NILAI SEMESTER GANJIL / GENAP T.A.....

UTAMA/F.A/U/001

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Website : http://www.jagakarsa.ac.id

Program Studi : MANAJEMEN 3 - 1
Kode dan Mata kuliah : MANAJEMEN OPERASIONAL I
Smt/SKS/W. Kuliah : IV / 3 SKS / 10.50 - 13.30

Dosen : BACHTIAR - S
Tgl. Kuliah pertama dan berakhir : 10/3/25 s.d. 30/6/25

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																				Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20					Jumlah	Huruf	
			10/3	17/3	24/3	07/4	14/4	21/4	28/4	5/5	12/5	19/5	26/5	02/6	09/6	16/6	23/6	30/6											
1	23310079	Deni Sopiyani	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	16	18,75	28	82,75	A	lulus
2	23310051	Itar Tap Tazani	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	16	18,75	28	82,75	A	lulus
3	23310039	M Yafi Lazuardi	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	16	18,75	26,25	81	A	lulus
4	23310033	ADI SAEFI	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	14	20	28	82	A	lulus
5	23310055	Ajeng Retno Dewi Paruwanti	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	16	18,75	28	82,75	A	lulus
6	23310069	Siti sry Ayuini Fauziah	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	15	20	26,75	81,25	A	lulus
7	23310056	Sahar Rahmat	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	14	20	26,25	80,25	A	lulus
8	23310068	DeDe Gurawan	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	14	20	26,25	81,25	A	lulus
9	23310054	Marcena Friza Nur Alifan	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	14	20	26,25	80,25	A	lulus
10	23310042	Aliya Faiqa Hadian	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	15	20	26,25	81,25	A	lulus
11	23310065	Siti Quthrotunnada H	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	15	20	26,25	81,25	A	lulus
12	23310066	Annisa Oktuviantie	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	15	20	26,25	81,25	A	lulus
13	23310037	Cika kania	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	16	20	26,25	82,25	A	lulus
14	23310071	Naziah Husni Fauziah	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	14	20	28	82	A	lulus
15	23310035	Rd. Shabila Golby A-2	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓					20	15	20	28	82	A	lulus

Keterangan :

✓ : Hadir Perkuliahan
- : Absen Perkuliahan
S : Sakit
i : Ijin

Kehadiran Minimal 75 %
UTS : Ujian Tengah Semester
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PENILAIAN

0 - 44 = E
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Dosen Pengampu

BACHTIAR.S.

Jakarta,

Ketua Program Studi

Melensa Semiring SE, MPA



DAFTAR HADIR DAN NILAI SEMESTER GANJIL / GENAP T.A.....

UTAMA/F.A/U/001

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Website : http://www.jagakarsa.ac.id

Program Studi : Manajemen S-1
Kode dan Mata kuliah : Manajemen Operasional 7
Smt/SKS/W. Kuliah : IV / 3 SKS / 10.50 - 13.30

Dosen : Bachtiar S.

Tgl. Kuliah pertama dan berakhir : 10.13.25 s/d 30.6.25

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																				Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20					Jumlah	Huruf	
																											100%	N.A	
1	23310046	Reka Martha Ananditha	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,75	81	A	lulus
2	23310048	Sri Rahayu	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,75	81	A	lulus
3	25510067	siti aisah	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,75	81	A	lulus
4	23310080	Dinni Yudaningsih	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,75	81,25	A	lulus
5	23310070	juli Rahmawati	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,75	81,25	A	lulus
6	23310052	Adam Try Nugraha	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,75	81,25	A	lulus
7	23310060	Trijo Rizki Jama Nugraha	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,75	81,25	A	lulus
8	23310034	Yasha Muhti Larua	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,75	81	A	lulus
9	23310050	Muhammad Rifari Al-parizi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,75	81,25	A	lulus
10	23310082	Moch Rizky Mulyawan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,75	81,25	A	lulus
11	23310062	Rois Chotibul Umami	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,75	81,25	A	lulus
12	23310041	Moch Arigi Summa Nagara	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,75	81,25	A	lulus
13	23310045	Hilmi IBRAHIM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,75	81	A	lulus
14	23310063	Faizal Fahmi	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,75	81	A	lulus
15	25510044	REFI FATHAN MUZAKKI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,75	81	A	lulus

Keterangan :
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Dosen Pengampu

Bachtiar S.
BACHTIAR S.

Jakarta,

Ketua Program Studi

[Signature]
Melensa Sengoring, S.Pd



DAFTAR HADIR DAN NILAI SEMESTER GANJIL / GENAP T.A.....

UTAMA/F.A/U/001

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Program Studi : Manajemen S-1
Kode dan Mata kuliah : Manajemen Operasional
Smt/SKS/W. Kuliah : II 13.Ses / 10.50 - 13.30

Dosen : Bachtar S.
Tgl. Kuliah pertama dan berakhir : 16/3/25 s/d 30/6/25

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																				Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20					Jumlah	Huruf	
																											100%	N.A	
1	23310064	Iman S. Arpin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
2	23310049	Moch. Dzaki Ramadhan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
3	23310043	Amara Raafda Putri M	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
4	23310047	M Raihan Nugraha	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
5	23310036	Ganis Satrio	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
6	23310077	Mayang Ayuningrum	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
7	23310073	M. Iqbal. A.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
8	23310076	Puji Yanti	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	28	83	A	lulus
9	23310078	Wanda Patonah	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	28	83	A	lulus
10	23310040	Muhammad Alfah Kausar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	28	83	A	lulus
11	23310053	Dadi Hidayat	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,25	81,25	A	lulus
12	23310057	Muhamad Furqon	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	15	20	26,25	81,25	A	lulus
13	23310038	Nur Syifa Fitria Hermawan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
14	23310072	Siti Solvicanti	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
15	23310075	Siti Ahyana K	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	20	16	18,75	26,25	81	A	lulus
16	23310058	Rizky Rahmattullah																					20	15	20	26,25	81,25	A	lulus

PENILAIAN	
0 - 44	= E
45 - 55	= D
56 - 69	= C
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Dosen Pengampu

BACHTAR S.

Jakarta,

Ketua Program Studi

Helensa Semiring, S.Pd.



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Program Studi : AKUNTANSI S-1
Kode dan Mata kuliah : STUDI KELOMPOK BISNIS
Smt/SKS/W. Kuliah : IV / 3 SKS / 19.00 - 21.30

Dosen : BACHMAR S
Tgl. Kuliah pertama dan berakhir : 19/12/25 s.d 27/12/25

No. Urut	NPM	NAMA MAHASISWA	PERKULIAHAN KE																				Ke hadir an	Tugas	UTS	UAS	Nilai Akhir		Keterangan	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20					Jumlah	Huruf		
			4/1	21/1	28/1	4/2	11/2	18/2	25/2	3/3	10/3	17/3	24/3	31/3	7/4	14/4	21/4	28/4	5/5	12/5	19/5	26/5					20%	20%		25%
1	23320009	MARIA T.S. NGABUT	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓		✓	✓					20	15	18,75	28	81,75	A	Lulus		
2	23320002	EDUARDUS RANGGA WIDIANTO	✓	✓	✓	L	✓	L	✓	✓	✓	✓	✓	✓	L	✓	✓	L				20	16	18,75	26,75	81	A	Lulus		
3	23320010	SYAMSUDIN RIZAL	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓		✓	✓					20	16	20	26,75	82,75	A	Lulus		
4	23320007	ISNAINI AMIN UESTIYANI	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓		✓	✓					20	15	18,75	28	81,75	A	Lulus		
5																														
6						B		B																						
7																														
8						✓		✓																						
9																														
10						R		R																						
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Keterangan :

✓ : Hadir Perkuliahan
- : Absen Perkuliahan
S : Sakit
i : Ijin

Kehadiran Minimal 75 %
UTS : Ujian Tengah Semester
UAS : Ujian Akhir Semester
Ket : Lulus / Tidak Lulus

PENILAIAN

0 - 44 = E
45 - 55 = D
56 - 69 = C
70 - 79 = B
80 - 100 = A

Dosen Pengampu

BACHMAR S

Jakarta,

Ketua Program Studi

Dr. Wati Rosnawati, S.Pd

Melissa Senharing, St. MVM