



**DECREE OF PRESIDENT UNIVERSITY STUDENT COUNCIL
NUMBER 2 YEAR 2020
REGARDING
WORK PLAN AND ANNUAL BUDGETING OF PRESIDENT UNIVERSITY
STUDENT COUNCIL 2020**

**WITH THE GRACE OF GOD ALMIGHTY
PRESIDENT UNIVERSITY STUDENT COUNCIL**

- Considering:
- a. that in order to execute the function and duties, President University Student Council formed a work plan that will be executed during the working period;
 - b. that every program and project of President University Student Council is established in the form of work plan and annual budgeting;
 - c. that the plenary meeting considering work plan and annual budgeting of President University Student Council was conducted on November 12, 2019;
 - d. the objectives stated in point a to c, the necessity to form a decree regarding work plan and annual budgeting of President University Student

Council 2020 is highly important.

In view of: Constitution of Student Organization.

PRESIDENT UNIVERSITY STUDENT COUNCIL

DECIDES:

To stipulate: **DECREE OF PRESIDENT UNIVERSITY STUDENT COUNCIL NUMBER 2 YEAR 2020 REGARDING WORK PLAN OF PRESIDENT UNIVERSITY STUDENT COUNCIL 2020**

Article 1

With this decree, President University Student Council approves Work Plan and Annual Budgeting of President University Student Council 2020 as attached.

Article 2

This decree starts to take effect on the date of its issuance.

Issued in Cikarang, West Java

On August 15, 2020

Sgd.

CHAIRPERSON OF PRESIDENT UNIVERSITY STUDENT COUNCIL

TENGKU REDITA ZALZABILA

ATTACHMENT I OF DECREE OF PRESIDENT UNIVERSITY STUDENT
COUNCIL NUMBER 2 YEAR 2020

Date: August 15, 2020



WORK PLAN AND ANNUAL BUDGETING

President University Student Council 2020

“We Make a History, and Create the Legacy”



August 15, 2020

PRESIDENT UNIVERSITY

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President University Student Council
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PUSC

PUSC stands for President University Student Council. PUSC is the student legislative body at university level of student legislative body at university level of student legislative body at university level of student legislative body at university level of President University.

"We Make a History, and Create the Legacy"



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VISION AND MISSIONS

VISION

Become the reliable mediator for students, student organizations, and Management of President University to create progressive change for President University.

MISSIONS

1. Strengthen the internal relations through synergy and deliberation.
2. Collaborate with the Management of President University to create conducive environment for student activities.
3. Bring continuous improvements through aspiration for student's welfare.
4. Foster mutual growth and complementary relations with student organizations.
5. Enhance quality of student events and activities through accountability, trust and constructive criticism.
6. Keep peace, maintain justice and promote sustainability through law and order.



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Organizational Structure

No.	Name	Position	Major/Batch
BOARD OF DIRECTOR			
1.	Tengku Redita Zalzabilla	Chairperson	IRE/2018
2.	Violetta Winona	Vice Chairperson	ACC/2018
3.	I Gede Eka Praditya	Internal Secretary	IRE/2019
4.	Fadhillah Afira	External Secretary	EEN/2018
5.	Dita Aulia Salma	Treasurer 1	IRE/2019
6.	Annisa' Hanifa Mukmin	Treasurer 2	IEN/2019
COMMISSION I – RESEARCH			
7.	Cyntia Falen	Head of Commission I	MGT/2018
8.	Farel Arden	Researcher	CIT/2019
9.	I Gusti Putu Ranantha Mas Pratama	Researcher	ACS/2019
10.	Jonathan Benedict Sirait	Researcher	CIT/2019
11.	Raja Solomon Fukel	Researcher	ACS/2019
COMMISSION II – ASPIRATION AND MEDIATION			
12.	Nisa Auliya Silmi Madiana	Head of Commission II	ACC/2018
13.	Gabriella Elri Tesalonika	Management Relations Officer	IRE/2019
14.	Gede Agus Wira Tanaya	Management Relations Officer	MGT/2019
15.	Putu Ary Yuanda Krisna	Management Relations Officer	IRE/2019
16.	Yosephine Sirait	Organization Relations Officer	CIT/2019
17.	Stevanni Tandean	Organization Relations Officer	IRE/2019
COMMISSION III – LEGISLATION			
18.	Jeslyn Prinssesa	Head of Commission III	ACS/2018
19.	Reygita Yusiani	Legislator	LAW/2018
20.	Anry Carlos Invokavit Harefa	Legislator	MGT/2019
21.	Aurelia Oktania	Legislator	CIS/2019
22.	Galih Bhara Guseko	Legislator	ENV/2019
23.	Gusti Ayu Agung Masgitha Sanrina	Legislator	IRE/2018
COMMISSION IV – SUPERVISION			
24.	Jones Filbert Antoni	Head of Commission IV	CIT/2018
25.	Alexander	Supervisor	IRE/2018
26.	Bella Chelsea Berliana	Supervisor	IEN/2018
27.	Christian Immanuel Kurniawan	Supervisor	CIS/2018
28.	Yuthia Elsa Fitri	Supervisor	IRE/2018
INTERNAL BUREAU			
29.	I Gusti Ayu Komang Triana Gyshela	Head of Internal Bureau	MGT/2018
30.	Anggita Hanifah	Designer 1	IRE/2018
31.	Joseph Honesty Ambanaga	Designer 2	ACS/2018
32.	Jessica Rivena Meilania	Internal Affairs Officer	IRE/2019
33.	Raka Dwiyojo Prakoso	Web Developer	CIS/2018
34.	Kristine Romanna Murni Hutahaean	Multimedia and Documentation Officer	BA/2018
35.	Meigail Andrew Saroba	Public Relations Officer	ENV/2019



Work Plan

- **BOARD OF DIRECTORS' WORK PLAN**

1. **PUSC PUSU Training 2020**

- Description : PUSC PUSU Training is a leadership training which consist of seminars and game session. This program aims to strengthen the relationship between PUSC and PUSU members. In order to create a harmonious bond between each other.
- Time Frame : February 2020
- Person in Charge : I Gusti Ayu Komang Triana Gyshela

2. **Socialization of PUSC's Law Product**

- Description : Socialization of PUSC's Law Product is a program to teach and increase the awareness of all PUSC members regarding law that is produced by PUSC and how law-making works inside PUSC.
- Time Frame : March 2020
- Person in Charge : Jeslyn Prinsessa

3. **PUSU Presidential Election 2020**

- Description : PUSU Presidential Election is a sequential process of electing the new President and Vice President of President University Student Union (PUSU).
- Time Frame : October - November 2020
- Person in Charge : TBA

4. **PUSC Regeneration 2021**

- Description : PUSC Regeneration is the process of regenerating new members of President University Student Council (PUSC) for the new working period.
- Time Frame : October - November 2020
- Person in Charge : TBA

5. **Grand Inauguration 2021**

- Description : Grand Inauguration is the process of inaugurating the new boards of PUSC, PUSU and PUMAs for the new working period.
- Time Frame : January 2021
- Person in Charge : TBA

- **SECRETARY'S WORK PLAN**

1. **Monthly Report**

- Description : Every month, secretaries will submit reports regarding the administrative documents.
- Time Frame : At the end of every month
- Person in Charge : Fadhillah Afira and I Gede Eka Praditya

- **TREASURER'S WORK PLAN**

1. **Compile Budgeting**

- Description : The treasurer collects all financial planning from all commissions



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and compile it into Annual Budgeting and Monthly Budgeting with the consideration from all members.

- Time Frame : January 2020 (for Annual Budgeting) and monthly (for Monthly Budgeting)
- Person in Charge : Dita Aulia Salma

2. Creating Financial Report

- Description : The treasurer makes the income and outcome report of PUSC as documentation of financial activities. It is then reported in two parts which are annually and monthly.
- Time Frame : Annually and monthly
- Person in Charge : Annisa' Hanifa Mukmin

3. Reporting Cash-flow

- Description : The treasurer collect money from all members of PUSC in every month as monthly cash.
- Time Frame : Monthly
- Person in Charge : Dita Aulia Salma

4. Keeping Archive and Financial Documents

- Description : The treasurer keep the bill of each transaction as physical evidence of financial needs.
- Time Frame : Annually and monthly
- Person in Charge : Annisa' Hanifa Mukmin

● COMMISSION I'S WORK PLAN

1. Comparative Study

- Description : Comparative study is generally held as the platform to exchange knowledge and experiences of both Student Councils regarding their administration, structure, also programs and projects in order to improve the capabilities of both Student Councils.
- Time Frame : April 2020
- Person in Charge : Jonathan Benedict Sirait (Project Manager)

● COMMISSION II'S WORK PLAN

1. PUSC Asks Your Aspiration and Question (PAY ATTENTION)

- Description : PAY ATTENTION is aimed to collect all of the aspiration and questions from President University students for the betterment of President University.
- Time Frame : Once in two months
- Person in Charge : Gabriella Elri Tesaloka

2. PUSC – PUMAs Forum

- Description : PUSC – PUMAs forum is the forum conducted by PUSC in which the functions are to maintain the relationship between PUSC and PUMAs. In addition, this forum is aimed to gather the aspiration from each PUMA and discuss issues related



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to President University.

- Time Frame : Depends
- Person in Charge : Gede Agus Wira Tanaya & Putu Ary Yuanda Krisna

3. Aspiration Feedback

- Description : Aspiration Feedback is the feedback from management regarding the aspiration from the students, it will be posted in bulletin board, OA line and PUCS's website.
- Time Frame : Once in two months
- Person in Charge : Yosephine Sirait

4. FAQ (Frequently Asked Questions)

- Description : FAQ is the answer from the management regarding the frequent question will be posted in bulletin board, OA line and PUSC's Website.
- Time Frame : Once in two months
- Person in Charge : Stevanni Tandean

• COMMISSION III'S WORK PLAN

1. Judicial Review

- Description : Judicial review is a process under which the product laws are subject to be reviewed. It is done to socialize the legislations that have been promulgated to Student Organizations in President University as well as to ask for a feedback from Student Organization. In as much as, it is important to know the response from other Student Organization on the legislations. The result of the Judicial Review will then be reviewed and reconsidered during Plenary Meeting.
- Time Frame : Perpetual
- Person in Charge : Reygita Yusiani and Aurelia Oktania

2. Judicial Training

- Description : Legislation Training is essential in order to guide and know the efficient and effective procedures of Commission 3 to establish enact and repeal the legislation. It will be mentored by several law lecturers in President University, and it may also be in form of collaboration with other student councils that are experienced and competent.
- Time Frame : At least once in a year
- Person in Charge : Reygita Yusiani

3. Legislation Guideline

- Description : It is necessary to create a Legislation Guideline in order to guide and help the next year's Commission 3 of President University Student Council in establishing, enacting/issuing and repealing the legislation.
- Time Frame : October 2019, updates are perpetual
- Person in Charge : Galih Bhara Guseko and Anry Carlos Harefa

4. Student Congress

- Description : In Student Congress, all Students Organizations will be gathered and discuss as well as give feedback regarding the legislation that has been made by



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Commission 3.

- Time Frame : At least once in a year
- Person in Charge : Jeslyn Prinssesa

● COMMISSION IV'S WORK PLAN

1. Commission IV Monthly Meeting

- Description : Monthly meeting is aimed to discuss regarding the events which are supervised by each supervisor.
- Time Frame : Once in a month
- Person in Charge : Jones Filbert Antoni

2. Proposal and Accountability Report Checking

- Description : Proposal and Accountability Report Checking are aimed to ensure the proposal and accountability report of PUSU's events are proper.
- Time Frame : According to event needs
- Person in Charge : All members

3. Substitute Supervisor

- Description : Substitute supervisor is another member of Commission IV that replace the supervisor who does not have any assistant supervisor when he/she is not able to attend the meeting or sub-event.
- Time Frame : According to event needs
- Person in Charge : All members

4. Supervisor Training

- Description : Supervisor training is training for the member of Commission IV, which is trained by the previous Commission IV to learn regarding their experiences and their supervisor reports.
- Time Frame : January 2020
- Person in Charge : Jones Filbert Antoni

5. Monthly Presentation to Management

- Description : Commission IV will present the progress and/or result of the events that have been supervised or are being supervised to the management of President University.
- Time Frame : Once in a month
- Person in Charge : Jones Filbert Antoni

6. Assistant Supervisor

- Description : Supervisor can take the other member of Commission IV to be the assistant supervisor in order to help the supervisor to supervise big events
- Time Frame : According to supervisor needs
- Person in Charge : All members

7. Supervisor Evaluation Questionnaire

- Description : The questionnaire regarding the supervisor performance which given to the project manager and vice project manager to increase the performance and to know what they are expect to the supervisor.
- Time Frame : After event
- Person in Charge : All members



8. Supervisors

- **Jones Filbert Antoni:**
 - Student Orientation 2020
 - President University Idol 2020
 - Board of Clubs and Communities Avowal
 - PUSU Leadership Training 2020 (Supervise indirectly)
- **Alexander:**
 - Sport Olympiad of President University 2020
 - President Youth Leadership Camp 2020
 - PUSU Aspiration Week 1
 - PUSU Aspiration Week 2
- **Bella Chelsea Berliana :**
 - President University Dies Natalis 2020
 - Penerimaan Mahasiswa Baru
 - Cultural Festival 2020
- **Christian Immanuel Kurniawan**
 - Mr. and Mrs. President University
 - International Student Orientation 2020
 - Comparative Study
- **Yuthia Elsa Fitri :**
 - Interactive Communication Training 2020
 - Student Awarding Night 2020
 - Grant of Hopes 2020

● INTERNAL BUREAU'S WORK PLAN

1. I am PUSC

- Description : Twibbon for all PUSC member which will be uploaded in their social media.
- Time Frame : After Grand Inauguration
- Person in Charge : Kristine Romanna Murni Hutahaean

2. Monthly Internal Meeting

- Description : Internal meeting to discuss about things that we have done and will be done.
- Time Frame : Once a month (based on PUSC)
- Person in Charge : I Gusti Ayu Komang Triana Gyshela

3. Monthly Birthday Celebration

- Description : Celebrating PUSC member birthday
- Time Frame : Once a month (every plenary meeting)
- Person in Charge : Jessica Rivena Meilania



4. Batik Day

- Description : Wearing PUSC batik
- Time Frame : Once in a month (based on PUSC)
- Person in Charge : All member

5. Hashtag

- Description : Using hashtag in instagram to manage PUSC post
- Time Frame : Tentative
- Person in charge : Meigail Endrew Saroba

6. PUSC Trivia

- Description : Making some kind of quiz which will be post in instagram story PUSC's and PU facts
- Time Frame : Every 14th each month
- Person in Charge : Meigail Endrew Saroba

7. Big Day Greetings

- Description : A video of every BoD, Commission, and IB to greetings the big days in Indonesia
- Time Frame : Tentative
- Person in Charge : Kristine Romanna Murni Hutahaean

8. Bulletin Board

- Description : Put up PUSC buletin board in building B
- Time Frame : Twice a year
- Person in Charge : Jessica Rivena Meilania

9. PUSC Evaluaton Program

- Description : A program for celebrating PUSC birthday
- Time Frame : First week of november
- Person in Charge : TBA

10. One Day With PUSC

- Description : A bonding program for PUSC member
- Time Frame : Twice a year
- Person in Charge : Jessica Rivena Meilania

11. PUSC Sport

- Description : A program for PUSC member can maintain their health
- Time Frame : Once in two months
- Person in Charge : Jessica Rivena Meilania



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Financial Budgeting

Outcome				
Description	Quantity	Unit	Price per Unit	Total
Secretary				
AKP Room Rent	1	Room	IDR 400,000.00	IDR 400,000.00
Stationary	4	Package	IDR 50,000.00	IDR 200,000.00
Envelop	2	Box	IDR 25,000.00	IDR 50,000.00
Paper	1	Ream	IDR 50,000.00	IDR 50,000.00
Printing	300	Sheet	IDR 1,000.00	IDR 300,000.00
Total				IDR 1,000,000.00
Commission I				
Research Report Printing	10	Unit	IDR 35,000.00	IDR 350,000.00
Research Report Binding	10	Unit	IDR 5,000.00	IDR 50,000.00
Total				IDR 400,000.00
Commission II				
Aspiration Report Printing and Binding	54	Unit	IDR 40,000.00	IDR 2,160,000.00
Standing Banner	1	Unit	IDR 50,000.00	IDR 50,000.00
Total				IDR 2,210,000.00
Commission III				
Law Product Printing	1000	Sheet	IDR 1,000.00	IDR 1,000,000.00
Mineral Water	4	Box	IDR 25,000.00	IDR 100,000.00
Frames	4	Unit	IDR 100,000.00	IDR 400,000.00
Total				IDR 1,500,000.00
Commission IV				
Supervisor Report Printing and Binding	18	Unit	IDR 25,000.00	IDR 450,000.00
Supervisor ID Card	5	Unit	IDR 10,000.00	IDR 50,000.00
Name Tag Holder	5	Unit	IDR 7,000.00	IDR 35,000.00
Transportation for SOPU	10	Transport	IDR 10,000.00	IDR 100,000.00
Total				IDR 635,000.00
Internal Bureau				
Studio Photo Rent	1	Unit	IDR 200,000.00	IDR 200,000.00
Birthday Cake	12	Unit	IDR 200,000.00	IDR 2,400,000.00
Bulletin Board	2	Unit	IDR 150,000.00	IDR 300,000.00
One Day with PUSC	1	Event	IDR 1,500,000.00	IDR 1,500,000.00
Welcoming Banner	3	Unit	IDR 50,000.00	IDR 150,000.00
PUSC Booklet	6	Unit	IDR 160,000.00	IDR 960,000.00
Graduation Greeting	1	Unit	IDR 500,000.00	IDR 500,000.00
Hosting Web	1	Unit	IDR 870,000.00	IDR 870,000.00
Domain Web	1	Unit	IDR 280,000.00	IDR 280,000.00
Printing	30	Sheet	IDR 13,000.00	IDR 390,000.00
Delivery Fee PUSC's Batik	1	Delivery Fee	IDR 100,000.00	IDR 100,000.00
Total				IDR 7,650,000.00
Grand Total				IDR 13,395,000.00



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