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**RECTOR REGULATION OF
UNIVERSITAS PADJADJARAN**

NUMBER 30 OF 2021

CONCERNING

CANTEEN MANAGEMENT AT UNPAD

BY THE MARCY OF GOD ALMIGHTY
RECTOR OF UNIVERSITAS PADJADJARAN,

- Considering : a. that as a manifestation of the social role of Universitas Padjadjaran in the canteen management at Universitas Padjadjaran, it is necessary to provide opportunities and support in structuring, coaching, and developing in order to create a campus environment that is clean, beautiful, healthy, comfortable, orderly, and safe;
- b. that based on the consideration in point a, it is necessary to provide arrangements regarding the canteen management at Universitas Padjadjaran; and
- c. that based on the considerations in points a and b, it is necessary to stipulate the Rector Regulation concerning Canteen Management at the Universitas Padjadjaran.
- In view of : 1. Law Number 12 of 2012 concerning Higher Education;
2. Government Regulation of the Republic of Indonesia Number 4 of 2014 on the Implementation of Higher Education and Management of Universities;
3. Government Regulation Number 51 of 2015 on the Statute of Universitas Padjadjaran;
4. Government Regulation Number 80 of 2014 on the Determination of Universitas Padjadjaran as a Legal Entity State University;
5. Decree of the Board of Trustees Number 15/UN6.MWA/KEP/2019 concerning the Appointment of the Rector of Universitas Padjadjaran for the 2019-2014 Period;
6. Rector Regulation of Universitas Padjadjaran Number 1 of 2020 on the Organizational Structure and Management of Universitas Padjadjaran;
7. Rector Regulation of Universitas Padjadjaran Number 45 of 2016 on Technical Guidelines for Order, Security, and Safety of the Universitas Padjadjaran Campus Environment.

HAS DECIDED:

To Stipulate : RECTOR REGULATION CONCERNING CANTEEN MANAGEMENT AT UNIVERSITAS PADJADJARAN.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this regulation, the terms referred to as:

1. Universitas Padjadjaran, hereinafter referred to as UNPAD, is a Legal Entity State University which organizes academic and vocational education programs in a number of disciplines of science, technology, arts, and professions in accordance with the provisions of laws and regulations.
2. Canteen is a space prepared for selling food and beverage on the campus of UNPAD.
3. Canteen Manager is an individual or cooperative that manages the Canteen.
4. Plot is a building location that has been plotted with certain building sizes and facilities at UNPAD.
5. Cooperative Agreement, hereinafter referred to as Management Permit, is an agreement between UNPAD and a Canteen Manager.
6. Vice Rector is the vice rector in charge of asset affairs.
7. Director of Facilities, Infrastructure, and Asset Management is the head of the directorate in charge of asset affairs.
8. Work Units are bureaus, institutions, agencies, faculties, technical implementing units, and other units that manage UNPAD resources.

CHAPTER II

LOCATION

Article 2

- (1) Canteen location at UNPAD is determined only at a location that has the approval of the Vice Rector in accordance with the campus master plan.
- (2) Canteen location as referred to in paragraph (1) must consider:
 - a. public interest;
 - b. layout;
 - c. hygiene;
 - d. environmental beauty;
 - e. health;
 - f. convenience;
 - g. order; and
 - h. security .

CHAPTER III

PERMIT

Article 3

- (1) Every Canteen Manager conducting activities at the location as referred to in Article 2, must have a Management Permit from the Vice Rector.
- (2) In issuing the Management Permit as referred to in paragraph (1), the Vice Rector may involve an appointed team.
- (3) Management Permit at least contains:
 - a. name and address of the owner/person in charge of the business;
 - b. location and size of the business lot;
 - c. type of business;
 - d. Taxpayer Identification Number (NPWP);
 - e. rights, obligations, and prohibitions; and
 - f. the validity period of the Management Permit.
- (4) The requirements for applying for a Management Permit, procedures for applying, and renewals are regulated in the Rector Regulation concerning the procedures for the implementation of the rental of UNPAD property and other properties managed by UNPAD.

BAB IV

TERMS AND PROCEDURES FOR SUBMISSION OF MANAGEMENT PERMIT

First Part

Submission Terms

Article 4

Application for a Management Permit must meet the following requirements:

- a. individual or cooperative;
- b. having the status of Indonesian citizen;
- c. having good personality and integrity; and
- d. the applicant is domiciled in West Java.

Second Part

Procedures for Submission

Article 5

- (1) The owner/person in charge of the business who meets the requirements may submit the application for a Management Permit in writing by attaching:
 - a. photocopy of West Java identity card (KTP);
 - b. photocopy of family card that has been legalized;
 - c. 2 (two) sheets of photographs with the size of 4 cm x 6 cm;

- d. Statement of Police Record (SKCK); and
 - e. statement letter of being able to comply with UNPAD regulations.
- (2) For Canteen locations that are under the responsibility of the Work Unit, then:
- a. application letter and attachments are addressed to the head of the Work Unit for approval from the head of the Work Unit;
 - b. if the application as referred to in point a is approved by the head of the Work Unit, then the application letter, attachments, and approval letter from the head of the Work Unit are submitted to the Vice Rector; and
 - c. if the application as referred to in point b is approved by the Vice Rector, then the Director of Facilities, Infrastructure, and Asset Management issues the Management Permit.
- (3) For Canteen locations that are under the responsibility of UNAPAD, then:
- a. application letter and attachments are addressed to the Vice; and
 - b. if the application as referred to in point a is approved by the Vice Rector, then the Director of Facilities, Infrastructure, and Asset Management issues the Management Permit.

Third Part

Renewals

Article 6

- (1) Renewal of Management Permit may be granted if:
- a. during the possession of the Management Permit complies with the regulations, food and beverage quality, service quality, environmental hygiene, and shows good performance; and
 - b. Management Permit is never revoked for any reason
- (2) The renewal as referred to in paragraph (1) can be carried out by applying for a renewal of the Management Permit in accordance with the provisions in Article 4 and Article 5.

CHAPTER V

RIGHTS, OBLIGATIONS, AND PROHIBITIONS

Article 7

- (1) Canteen service activities are carried out from Monday to Friday from 07.00 to 18.00 Western Indonesia Time (WIB).
- (2) If the Canteen service activities as referred to in paragraph (1) are carried out outside the said time, then the Canteen Manager must obtain special permission from the Head of the Work Unit.
- (3) The Head of the Work Unit and the Director of Facilities, Infrastructure, and Asset Management have the rights to provide coaching and to give warnings to the Canteen Manager and his/her employees.

- (4) The Head of the Work Unit and the Director of Facilities, Infrastructure, and Asset Management have the rights to propose the termination and renewal of management permit to the Vice Rector.
- (5) Every Canteen Manager is prohibited from:
- a. using the Canteen location as a place to stay (not allowed to be used a place to stay);
 - b. using the business location beyond the permitted time limit;
 - c. damaging and/or changing the shape of the facilities and/or buildings provided;
 - d. being involved in criminal acts or other activities that are considered to taint the good name of UNPAD; and
 - e. selling cigarettes, alcoholic beverages, and illegal drugs.

Article 8

Every holder of Canteen Management Permit must:

- a. pay the rent of the Canteen;
- b. pay the electricity and water bills, fees, cleaning bill, and the cost of waste and water management;
- c. maintain food health and hygiene, environmental hygiene, and the beauty, order, and preservation of garden facilities and public facilities in the environment around the Canteen.
- d. if there are more than 2 (two) Canteen Managers in 1 (one) location, then they are obliged to form the management to regulate the Canteen in terms of payment, hygiene, food health, variety of food, environmental hygiene, as well as order and quality of service;
- e. maintain the canteen environment by paying attention to the level of hygiene, cleanliness, health, and halal of food;
- f. maintain the quality of food and the cleanliness of utensils and equipment used in providing food;
- g. comply with and implement food quality requirements and minimum service standards; and
- h. behave and dress politely and in an orderly manner.

Article 9

Every Management Permit holder is prohibited from:

- a. using the Canteen location as a place to stay permanently;
- b. using the business location beyond the permitted limit; and
- c. damaging and/or changing the shape of the facilities and/or buildings provided.

CHAPTER VI

SECURITY

Article 10

- (1) All losses caused by the negligence of the Canteen Manager in terms of security are the full responsibility of the Canteen Manager.
- (2) In the event that the Canteen location requires security, the Canteen Manager can coordinate with the Work Unit in charge of security affairs.

CHAPTER VII

COACHING AND DEVELOPMENT

Article 11

- (1) UNPAD can provide coaching and development to grow and improve the ability of Canteen Management to become a strong and independent business.
- (2) In conducting coaching and development, UNPAD can cooperate with related parties in the context of empowering the Canteen Management.

CHAPTER VIII

SANCTIONS

Article 12

Every Canteen Manager at UNPAD who violates the provisions as referred to in Article 3 paragraph (1) is subject to administrative sanctions in the form of a warning and/or business termination.

Article 13

- (1) Every Canteen Manager as referred to in Article 3 paragraph (1) who violates one or several provisions as referred to in Article 7, Article 8, or Article 9 is subject to administrative sanctions in the form of revocation of the Canteen Management Permit.
- (2) The revocation of the Canteen Management Permit as referred to in paragraph (1) is carried out after being given warnings in the form of written warnings 3 (three) times in a row with a grace period of 7 (seven) working days each.

CHAPTER IX

TRANSITION PROVISION

Article 14

With the enactment of this regulation, all canteen management cooperation at UNPAD is declared still valid until the completion of the agreement/contract/cooperation/lease period.

CHAPTER X

CLOSING

Article 15

This Rector Regulation is valid since its stipulation date.

Stipulated in Jatinangor
On Oktober 4, 2021

RECTOR,

SIGNATURE

RINA INDIASTUTI

This copy conforms with the original Director of
Governance, Legal, and Communication of
Universitas Padjadjaran



Isis Ikhwansyah