



TRANSLATED COPY

**RECTOR REGULATION OF
UNIVERSITAS PADJADJARAN**

NUMBER 26 OF 2022

CONCERNING

MANAGEMENT OF CANTEEN WITHIN UNIVERSITAS PADJADJARAN

BY THE GRACE OF GOD ALMIGHTY
THE RECTOR OF UNIVERSITAS PADJADJARAN,

Considering

- a. that as a form of Universitas Padjadjaran's social role in the management of canteen within Universitas Padjadjaran, it is necessary to provide opportunities and support in organizing, coaching, and developing in order to create a campus environment that is clean, beautiful, healthy, comfortable, orderly, and safe;
- b. that the Rector Regulation of Universitas Padjadjaran Number 30 of 2021 concerning Management of Canteen within Universitas Padjadjaran still has shortcomings and has not implemented sustainable canteen management;
- c. that based on the considerations as referred to in points a and b, it is necessary to stipulate a Rector Regulation of Universitas Padjadjaran.

In view of

1. Law Number 12 of 2012 concerning Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
2. Government Regulation Number 37 of 1957 on the Establishment of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 1957 Number 91, Supplement to the State Gazette of the Republic of Indonesia Number 1422);
3. Government Regulation Number 4 of 2014 on the Implementation of Higher Education and Management of Universities (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
4. Government Regulation Number 80 of 2014 on the Designation of Universitas Padjadjaran as a Legal Entity State University (State Gazette of the Republic of Indonesia of 2014 Number 301);
5. Government Regulation Number 51 of 2015 on the Statutes of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 2015 Number 169, Supplement to the State Gazette Number 5720);
6. Decree of the Board of Trustees of Universitas Padjadjaran Number 15/UN6.MWA/KEP/2019 concerning the Appointment of the Rector of Universitas Padjadjaran for the 2019-2024 Period;
7. Rector Regulation of Universitas Padjadjaran Number 45 of 2016 concerning Technical Guidelines for Environmental Order, Security, and Safety of the Universitas Padjadjaran Campus;
8. Rector Regulation of Universitas Padjadjaran Number 1 of 2020 concerning the Organizational Structure and Work Procedures of Universitas Padjadjaran Managers.

HAS DECIDED:

To stipulate RECTOR REGULATION OF UNIVERSITAS PADJADJARAN
CONCERNING MANAGEMENT OF CANTEEN WITHIN
UNIVERSITAS PADJADJARAN.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this regulation, the terms referred to as:

1. Universitas Padjadjaran, hereinafter abbreviated as Unpad, is a legal entity state university.
2. Canteen is a space prepared for selling food and beverages on the Unpad campus.
3. Canteen Managers are individuals or cooperatives that manage Canteens.
4. Plots are building locations that have been plotted with certain building sizes and facilities within Unpad.
5. Cooperation 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 is the head of the work unit in charge of Unpad asset management and management functions.
8. Raw Materials are raw materials, semi-finished goods, or finished goods that can be processed into semi-finished goods or finished goods that have a higher economic value.
9. Auxiliary materials are materials that are used as complements in the production process to produce products whose function is perfect according to the expected product parameters.

CHAPTER II

PURPOSES AND PRINCIPLES

Article 2

The purposes of establishing canteen management within Unpad are as follows:

1. Helping maintain the health and welfare of Unpad denizens;
2. Ensuring the provision of safe, balanced, and high quality food and beverages;
3. Encouraging sustainable practices in canteen operations;
4. Maintaining order and cleanliness of the canteen;
5. Encouraging good cooperation between canteen managers and users.

Article 3

The principles of canteen management are as follows:

1. Maintaining the quality of food and beverage products served in the canteen, as well as providing friendly and efficient service to customers;
2. Providing a variety of menu options for a variety of tastes, special dietary needs, and food preferences;
3. Complying with applicable food safety standards including storing, processing, and managing food safely to prevent contamination and disease;
4. Providing quality raw materials by ensuring a consistent supply of raw materials and selecting sustainable raw materials.

5. Operational Efficiency which includes efficient management of raw material stocks, labor use, and energy, thereby reducing waste and unnecessary operational costs;
6. Collaborating with local suppliers and producers to support the local economy and ensure the supply of quality raw materials.
7. Complying with all applicable rules and regulations related to food health, safety, environment, and taxes;
8. Evaluating the operations, listening to customer feedback, and looking for ways to continually improve the products and services.

CHAPTER III

OPERATING HOURS AND RAW MATERIALS

- (1) Canteen service activities are carried out from Monday to Friday from 7.00 to 18.00 Western Indonesian Time (WIB).
- (2) If the Canteen service activities as referred to in paragraph (1) are carried out outside of this time, the Canteen Manager must obtain special permission from the Head of the Work Unit.
- (3) Operating hours can be adjusted according to the needs of the organization or the environment where the canteen is located.

Article 4

- (1) Canteen Managers use Raw Materials and/or Auxiliary Materials in the production process in an efficient, environmentally-friendly, and sustainable manner.
- (2) The use of raw materials as referred to in paragraph (1) is carried out within the framework of a sustainable economy by involving an approach that focuses on utilizing Unpad resources efficiently, reducing waste, and supporting a more environmentally-friendly economic system.
- (3) The raw materials as referred to in paragraph (1) prioritize local raw materials which are managed and developed by the Unpad society in the context of developing the Threefold Missions of Higher Education (*Tridharma Perguruan Tinggi*).

CHAPTER IV

LOCATION

Article 5

- (1) The location of the canteen within Unpad is determined only in locations that have received approval from the Vice Rector in accordance with the campus master plan.
- (2) The location of the canteen as referred to in paragraph (1) must consider:
 - a. Public interest;
 - b. Spatial planning;
 - c. Cleanliness;
 - d. Environmental beauty;
 - e. Health;
 - f. Comfort;
 - g. Order; and
 - h. Security

CHAPTER V

PERMITS

Part One General

Article 6

- (1) Every Canteen Manager within Unpad is required to have a Management Permit from the Vice Rector.
- (2) The Management Permit as referred to in paragraph (1) must contain at least:
 - 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. Validity period of the Management Permit.

Part Two Requirements for Submitting a Canteen Management Permit

Article 7

Application for a Canteen Management Permit must meet the following requirements:

- a. The applicant can be either an Individual or cooperative;
- b. The applicant has the status as an Indonesian Citizen (WNI);
- c. The applicant has integrity and good personality; and
- d. The applicant is domiciled in West Java.

Part Three Procedures for Applying for a Canteen Management Permit

Article 8

- (1) Canteen Managers who meet the requirements apply for a Management Permit in writing by attaching:
 - a. Photocopy of West Java ID Card (KTP);
 - b. Legalized photocopy of family card;
 - c. 2 (two) passport photographs measuring 4 cm x 6 cm;
 - d. Police Record Certificate (SKCK); and
 - e. Statement letter of the ability to comply with Unpad regulations.
- (2) If the location of the Canteen is under the responsibility of the Work Unit, then:
 - a. The application letter and attachments are addressed to the head of the Work Unit to obtain 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, the application letter, attachments, and letter of approval 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, the Director will issue the Management Permit.
- (3) If the location of the canteen is under the responsibility of Unpad, then:
 - a. The application letter and attachments are addressed to the Vice Rector; and
 - b. If the application as referred to in letter a is approved by the Vice Rector, the Director will issue the Management Permit.

Part Four
Canteen Management Permit Extension

Article 9

- (1) Management Permit Extension can be granted if:
 - a. As long as the Management Permit is obtained, the canteen manager meets regulatory requirements, food and drink quality, service quality, environmental cleanliness, and shows good performance; and
 - b. The Management Permit has never been revoked for any reason.
- (2) The extension as referred in paragraph (1) can be done by submitting an application for an extension of the Management Permit in accordance with the provisions as referred to in Article 8.

CHAPTER VI

RIGHTS, OBLIGATIONS, AND PROHIBITIONS

Part One
Rights

Article 10

- (1) Work Unit Leaders and Directors have the right to provide guidance, give reprimands/warnings to Canteen Managers and their employees.
- (2) Work Unit Leaders and Directors have the right to propose termination and extension of the granting of management permits to the Vice Rector.

Article 11

Canteen Managers have the rights:

1. to manage and operate the canteen in accordance with agreed provisions;
2. to determine the food and beverage menu that will be offered to customers;
3. to set food and beverage prices in accordance with their business strategy and prevailing market conditions;

Part Two
Obligations

Article 12

Every Canteen Management Permit holder is obliged to:

- a. Pay Canteen rent;
- b. Pay fees for electricity, water, contributions, cleaning, and waste and water management;
- c. Maintain the health and cleanliness of food, environmental cleanliness, beauty, order, preservation of park facilities, and public facilities in the environment around the Canteen.
- d. Form management to regulate the Canteen in terms of payment, cleanliness, food health, food variety, environmental cleanliness, order, and service quality;
- e. Maintain the canteen environment by paying attention to the level of hygiene, cleanliness, health, and halal of the food;
- f. Maintain food quality and cleanliness of tools and equipment used in providing food;
- g. Comply with and implement food quality requirements and minimum service standards;
- h. Behave and dress politely and orderly;
- i. Use the selection of product raw materials, supporting tools, and production processes that comply with halal standards;

- j. Be responsible for the waste produced by preparing appropriate food ingredients (food preparation) so that no food ingredients are wasted (food loss);
- k. Be responsible for consumer food waste by sorting food waste into organic containers so that organic waste processing processes applicable at Unpad such as composting can be carried out;
- l. Collectively urge consumers to reduce food waste by placing environmental education posters in the canteen;
- m. Reduce waste by replacing food packaging/containers with more environmentally-friendly ones, one of which is by using glass cups instead of plastic cups;
- n. Separate organic and inorganic waste generated from canteen operations.

Part Three
Prohibitions

Article 13

Every Canteen Manager is prohibited from:

- a. Using the Canteen location as a residence or 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 damage the good name of Unpad; and
- e. Selling cigarettes, alcoholic beverages, and illegal drugs.

CHAPTER VII

SECURITY

Article 14

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

CHAPTER VIII

COACHING AND DEVELOPMENT

Article 15

- (1) Unpad can provide coaching and development to grow and improve Canteen Management capabilities so that it becomes a strong and independent business.
- (2) In carrying out coaching and development, Unpad can collaborate with related parties in the context of empowering Canteen management.

CHAPTER IX

SANCTIONS

Article 16

- (1) Every Canteen Manager who violates one or more of the provisions as referred to in Articles 12 and 13 will be 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 a warning in the form of a written warning 3 (three) times in a row with a grace period of 7 (seven) working days each.

CHAPTER X

TRANSITIONAL PROVISION

Article 17

When this Rector Regulation comes into force, all cooperation in managing the canteen within Unpad is declared to remain valid until the completion of the term of the agreement/contract/cooperation/rent.

CHAPTER XI

CLOSING

Article 18

When this Rector Regulation comes into force, Rector Regulation of Universitas Padjadjaran Number 30 of 2021 concerning Management of Canteen within Universitas Padjadjaran will be revoked and declared invalid.

Article 19

This Rector Regulation is valid since its stipulation date.

So that everyone is aware, this Rector Regulation is ordered to be promulgated by placing it in the University Gazette.

Stipulated in Bandung
On December 23, 2022

RECTOR,

TTD

RINA INDIASTUTI

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



Isis Ikhwansyah