

CHAPTER II

GENERAL DESCRIPTION

A. Company Profile

1. History

Universitas Multimedia Nusantara had been established on the initiative of Dr. (HC) Jakob Oetama, the founder of Kompas Gramedia. The initiative was then come into realisation by works among the leaders of Kompas Gramedia, namely: Agung Adiprasetyo (CEO), Teddy Surianto (Business Development), the ranks of Kompas Gramedia Board of Directors and the Founding Committee, led by Dr. Ir. P.M. Winarno, M.Kom. (Chairman) and Ir. Budi Susanto, M.M. (Vice Chairman). Furthermore, on November 25, 2005, UMN of operational permits issued by the Minister of National Education Republic of Indonesia and on November 20, 2006, and officially launched in a ceremony at the Hotel Santika, Jakarta. The ceremony was inaugurated by Dr. Ir. Dodi Nandika Secretary General of the Ministry of National Education.

Dormitory UMN is one of the facilities provided by the Universitas Multimedia Nusantara for its students, especially those from outside Jabodetabek. but dormitory can also be occupied by lecturers who come from outside Jabodetabek. In October 2009 Summarecon handed over the Dormitory place to UMN, then in 2011 UMN dormitory began accepting residents. The purpose of establishing the UMN Dormitory is to form students to become independent, sensitive, and able to adapt to a pluralistic environment and foster a student's creative spirit. Dormitory UMN is managed by Mrs. Evy Novita R, ST under the responsibility of Mr. Ir. Andrey Andoko, M.Sc (UMN Vice-Rector II).




UMN Dormitory has a strategic location because UMN Dormitory is close to Bethesda Hospital, Bunker Cafe, Giant Supermarket, and Summarecon Mall Serpong with this strategic location, it can make it easier for students who won't live in the dormitory. UMN Dormitory has three towers, tower A is used for men, and tower B and C used for women. Total rooms in UMN Dormitory are 219 rooms with a capacity of 351 people. Facility that available in the room are spring bed, wardrobe, study table, chair, air conditioner/AC, and bathroom. UMN dormitory public facilities that can be used by the student are the guest lobby, pantry on each floor (equipped with a refrigerator, gas stove, and microwave), 24-hour internet connection (accessible from each room), integrated security system, cleaning service, stationery, canteen, laundry, basketball court, student lounge and parking lot (cars, motorbikes, and bicycles).






2. Facilities

a. Types of room

Table 2.1

Source: personal picture

No.	Room Type	Description
1.	Single Room 	A. 3.8 x 4 m B. 1) 1 single bed 2) 1 chair 3) 1 table

	 	<p>4) wardrobe 5) Full AC 6) bathroom 7) Free Wifi</p> <p>C. Rp. 2.050.000/month</p>
2.	<p>Double Room</p>   	<p>A. 4 x 4 m</p> <p>B. 1) 2 single bed 2) 2 chair 3) 2 table 4) bathroom 5) wardrobe 6) Full AC 7) Free Wifi</p> <p>C. Rp. 1.600.000/month</p>

b. Food and Beverage outlets

Table 2.2

Source: personal picture


No.	Food and Beverage outlets	Description
1.	Pantry	Location: inside each building




	 	<p>Seating Capacities: 8 person</p> <p>Opening hours: 24 hours</p> <p>facility: television, refrigerator, drawer, stove, microwave, and sink</p>
2.	<p>Canteen</p> 	<p>Location: behind laundry outlets</p> <p>Opening hours: 8 am – 5.00 pm</p> <p>Serve: Indonesian food/ homemade food</p>

c. Other Facilities

Table 2.3

Source: personal picture

No.	Other Facilities	Description
1.	<p>Laundry Outlet</p> 	<p>Location: in building C</p> <p>The laundry outlet is opened every day and each kilo will be charged Rp. 10.000,- excluding iron.</p>

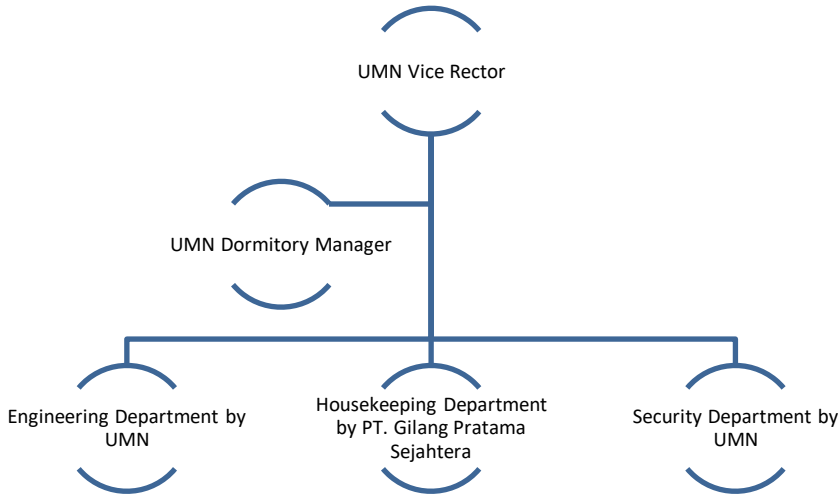
2.	<p data-bbox="491 230 699 264" style="text-align: center;">Student Lounge</p> 	<p data-bbox="890 230 1193 264">Location: in building B</p> <p data-bbox="890 342 1377 600">Student Lounge can be used when there are events such as meetings and study groups and it is facilitated with wifi where students can access the internet properly.</p>
3.	<p data-bbox="491 1003 699 1037" style="text-align: center;">Basketball Court</p> 	<p data-bbox="890 1003 1297 1037">Location: near the security post</p> <p data-bbox="890 1115 1305 1261">Basketball Court can be used by students who want to play basketball.</p>
4.	<p data-bbox="507 1417 683 1451" style="text-align: center;">Parking Area</p> 	<p data-bbox="890 1417 1297 1451">Location: behind the building B</p> <p data-bbox="890 1529 1377 1675">Motorcycle Parking Area can be used by students and employees to park their motorcycles.</p>

5.	<p>Parking Area</p> 	<p>Location: in front of building B & C</p> <p>Bicycle Parking Area can be used by students who have a bicycle and wants to park it.</p>
6.	<p>Parking Area</p> 	<p>Location: in front of the building B</p> <p>The parking area can be used by students who have a car and wants to park their car.</p>
7.	<p>Lobby</p> 	<p>Location: Building B</p> <p>The lobby can be used as a sitting room or waiting room.</p>

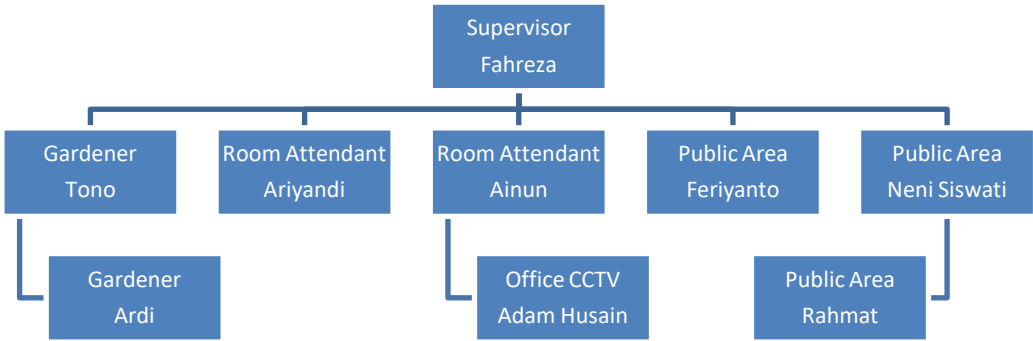
B. Organizational Structure

UMN Dormitory is owned by Kompas Gramedia Group and managed by Ms. Evy Novita R, ST as a Manager and helped by Mr. Fahreza as a Supervisor. UMN Dormitory cooperates with outsourcing PT Gilang Pratama Sejahtera to outsource the housekeeper. There are eight employees in total that handle the operational work in UMN Dormitory and six of the employees become supervisor writers to handle operational work. Each employee is assigned to handle one area such as a garden, building A, office, and CCTV, and special project.

To describe in detail the UMN Dormitory structure, the place where the writer had the Industrial Placement Program, here are the organization structure & Housekeeping structure of UMN Dormitory.



Figures 2.1
(Organizational Structure of UMN Dormitory)



Figures 2.2
(Housekeeping Structure of UMN Dormitory)

1. The job description for each position are:
 - a. Manager: manage and ensure the daily operations, motivates staff and creates an environment where employees thrive and evaluate employee performance.
 - b. Supervisor: Maintain the staff and arrange for each staff to carry out daily activities, control and provide evaluation, conduct briefings to their staff, and giving motivation.
 - c. Room Attendant: Responsible for the cleanliness of the rooms of each tower
 - d. Public Area: Responsible for the cleanliness of each corridor throughout the tower, lobby, canteen, and student lounge
 - e. Garden: Responsible for cleaning and managing the garden and parking lot
 - f. Office CCTV: Responsible for cleanliness of Office CCTV