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| Description: Description: Description: logo_uny2 | **SOP NUMBER** | : |
| **ISSUE DATE** | :  |
| **REVISION DATE** | : |
| **EFFECTIVE DATE** | :  |
| **MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION** | **RATIFIED BY** | : Head of Bureau of Academic, Student, and Information Affairs |
| **YOGYAKARTA STATE UNIVERSITY****BUREAU OF ACADEMIC, STUDENT, AND INFORMATION AFFAIRS**  |  |  |
|  |  |  Drs. Setyo Budi Takarina, M.Pd. EID 196603141986031002 |
| **ACADEMIC AFFAIRS**  | **SOP NAME** | :  **REGULAR COMMUNITY SERVICE** |

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| **Legal Basis** | **Implementer’s Qualification** |
| 1. Regulation of the Minister of National Education of the Republic of Indonesia No.23/2011 on the Organization and Work Procedure of Yogyakarta State University;
2. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia No. 35/2017 on the Statutes of Yogyakarta State University;
3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 71/2017 on the Business Process Map and Standard Operating Procedures in the Scope of Ministry of Research, Technology, and Higher Education;
4. Rector’s Regulation No. 13/ 2015 on Yogyakarta State University Academic Regulations
 | 1. Having a minimum of High School Diploma/ D3 (Vocational School Diploma) / S1 (Undergraduate Degree)
2. Being computer literate
3. Having a good level of accuracy and dexterity
4. Having knowledge of Community Service implementation
5. Understanding the regulation on Community Service requirements
6. Having a good communication and service skills
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| **Relevance** | **Equipment** |
|  | 1. Computer
2. Printer
3. Paper
4. Ballpoint
5. Other stationeries
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| **Warning** | **Recording and Data Collection** |
| If SOP is not implemented, the Community Service program may not work accordingly. | Hard copy and soft file documents of the List of Community Service Potential Participantsbased on the Community Service Period, Community Service Group Plotting, Community Service Location Plotting, and Field Advisor Plotting at the Administration Division of Center for Community Service and Integrated Area Development  |

**SOP FOR REGULAR COMMUNITY SERVICE**

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| **No** | **Procedure Detail**  | **Implementer** | **Standard** |
| **Student** | **The Management of Center for Community Service and Integrated Area Development**  | **Field Advisor** | **Facilities** | **Time Allocation** | **Output** | **Note** |
| 1 | Reading the announcement of Regular Community Service registration in Faculties and at lppm.uny.ac.id website  |  |  |  | Computer, Internet Network | 20 minutes | Announcement of Community Service registration  |  |
| 2 | Completing online registration at sikkn.lppm.uny.ac.id website (if the requirement has been completed) |  |  |  | Computer, Internet Network | 20 minutes | Data of students joining the Community Service  |  |
| 3 | Checking the data of Community Service registrants (Periods of Even, special, odd Community Service) |  |  |  | Computer, Internet Network | 30 minutes | Data of registrants in the system |  |
| 4 | Determining and Plotting the Community Service Location  |  |  |  | Computer,Printer | 120 minutes | Data of selected community service locations  |  |
| 5 | Plotting the Community Service Students based on the Regular Community Service Period  |  |  |  | Computer, Internet Network, Printer | 180 minutes | Data of community service students based on periods  |  |
| 6 | Plotting the Field Advisors  |  |  |  | Computer,Printer | 60 minutes | Data of field advisor plotting  |  |
| 7 | Announcing the plotting of groups, locations, Field Advisor and Community Service Briefing |  |  |  | Computer, Internet Network, Printer | 15 minutes | Data of groups, locations, field advisors, and briefing schedules  |  |
| 8 | Joining the Community Service Briefing  |  |  |  | Computer, Printer, Stationary, Community Service Manual and Community Service Materials  | 1 minutes | Results of student community service briefing |  |
| 9 | Sending Community Service Students to locations |  |  |  | Community Service Letter | 1 minute | Results of student community service briefing |  |
| 10 | Conducting Community Service in the locations (1.5 months) |  |  |  | Computer, Printer, Stationar | 1,5 minutes | Results of student community service briefing |  |
| 11 | Monitoring the Community Service by Field Advisors  |  |  |  | Supervision Card | 1 minute | Supervision cards signed by field advisors in locations  |  |
| 12 | Monitoring and Evaluating the Community Service |  |  |  | Group and Field Advisor Monitoring Sheet  | 1 minute | Results of monitoring  |  |
| 13 | Withdrawing Students from Community Service Locations |  |  |  | Withdrawal Letter | 120 menit | Students are withdrawn from the community service locations |  |
| 14 | Reporting Community Service Result (Group and Community Service Program Reports, Group and Individual Priority Articles) |  |  |  | Computer, Printer | 1 week | Report of community service result (Group and Community Service Program reports, Group and Individual Priority Articles)  |  |
| 15 | Inputting Community Service Scores by Field Advisors through the score upload system |  |  |  | Computer, Internet Network | 20 minutes | Scores of Community Service Course |  |
| 16 | Cross-checking the submitted reports of Community Service Results and Scores uploaded by Field Advisors  |  |  |  | Computer, Internet Network | 60 minutes | Data of community service result report and submitted scores  |  |
| 17 | Uploading Community Service Scores through the Academic Information System by Administrative staffs |  |  |  | Computer, Internet Network | 60 minutes | Scores of Community Service course |  |
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