


## I. SOP FOR ACADEMIC AND STUDENT SECTION

### 1. SOP for Type Switching Exams


 MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS	SOP NUMBER	<b>AKAD-01</b>
	MAKING DATE	January 4, 2021
	REVISION DATE	
	EFFECTIVE DATE	January 18, 2021
	VALIDATED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	TYPE SWITCHING EXAM
<b>LEGAL BASIS</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; 2. Rectors' Decree of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021	1. Have the ability to service standards 2. Understand the main tasks and performance flow 3. Knowing the process of implementing the transfer of student admissions	
<b>LINKAGES</b>	<b>EQUIPMENT GEAR</b>	
1. Class Service SOP	1. Worksheet/performance flow 2. PCs, Laptops 3. Internet and network	
<b>WARNING</b>	<b>RECORDING AND COLLECTION</b>	
If you do not process the type switching exam, student admissions are carried out regularly through the SNMPTN, SBMPTN, SBMPTBR, independent pathways.	Saved as electronic and manual data	

## TYPE SWITCHING EXAM







No.	Activity						Raw Quality			Information
		University	Dean	Representative Dean I	Committee	chord. Study Program	Completeness	Time	Output	
1.	Announce the acceptance of the transfer to the Faculty and the ability to carry out the acceptance of the type transfer						Offer letter from university	30 minutes		
2.	Providing answers to the ability to accept transfers	No					Letter of offer and commitment from the university	300 minutes	Letter of reply for the implementation of the acceptance of the type transfer route	Leadership meeting held
3.	Ordered Wadek I to be followed up		Yes				Files of student applicants for the transfer path	420 minutes	The draft of the transfer committee	
4.	Forming a committee and examiners of the type switching exam						1) Registration file for type transfer; 2) Draft of the type switching committee	300 minutes	SK committee and examiner of the type switching exam	
5.	Carry out type transfer tests and prepare test minutes						1) list of participants; 2) exam file; 3) the minutes of the exam; 4) assessment form	300 minutes	Type transfer test answer sheet and assessment sheet	
6.	Correcting and proposing students who have passed						File of the results of the cross-examination	3 days	Applicants who pass the cross-sex exam	
7.	Receive the results of corrections and proposals from students who graduate from the Head of Study Program						List of participants who have passed the type switching exam	420 minutes	Draft list of participants who passed	
8.	Report registrants who pass the cross-sex exam						List of participants who have passed	240 minutes	Determination of accepted participants	
9.	Make a proposal letter that passes the type transfer exam to the university						Determination of accepted participants	60 minutes	Appointment letter	
10.	Verifying the proposed letter of type transfer test results						Appointment letter	60 minutes	Initial recommendation letter for determination	
11.	Signing the proposal letter for the type transfer test results						Initial recommendation letter for determination	60 minutes	Accepted student determination letter	
12.	Sending a letter of recommendation for the results of the type transfer exam that has been approved						Accepted student determination letter and exam file	60 minutes	Receipt	
13.	Receiving a letter of recommendation for the results of the type transfer exam from the committee						Letter of determination of students received from the faculty	60 minutes	SK determination of accepted students	
14.	Announce the results of the cross-sex exam						SK determination of accepted students	2 days	Announcement on the website	

	through the unej.ac.id website								
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## 2. Class Service SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-02</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	CLASS SERVICE
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of class services</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. Intermediate Semester SOP</li> </ol>		<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If class services are not carried out, the learning process will be hampered		Saved as electronic and manual data







## CLASS SERVICE

No.	Activity	Executor		Raw Quality			Information
		Supporting lecturer	Class Service	Completeness	Time	Output	
1.	Submit an application by filling out the Equipment Loan Form for teaching			Class schedule	5 minutes	Equipment loan form	
2.	Provide equipment used by lecturers to teach in class			Equipment loan form	5 minutes	Teaching equipment	Markers, eraser, AC remote and television remote.
3.	Using equipment that has been prepared by class service			Teaching equipment	5 minutes	Equipment ready to use	
4.	Checking the implementation of lectures			Internet connection	10 minutes	Implementation of lectures	Check the camera connection cable and internet and television connection
5.	Carry out lectures and return teaching equipment			Teaching equipment	150 minutes	Implementation of lectures	1 credit = 50 minutes
6.	Inventory returned equipment and store equipment that has been used			Teaching equipment	10 minutes	Receipt	


### 3. SOP for Returning Reading Room Books

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-O3</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	Reading Room Book Returns
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of the reading room book return service</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. S1 final assignment SOP</li> <li>2. Master's final assignment SOP</li> <li>3. Doctoral final assignment SOP</li> </ol>		<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If the reading room service is not carried out, the final project preparation process will be hampered		Saved as electronic and manual data













## RETURN OF READING ROOM BOOK

No.	Activity	Raw Quality						Information
		Visitors	Officer Library	Dean	Completeness	Time	Output	
1.	Filling out a visit book to the reading room				Visit book	5 minutes	Visit list	
2.	Classifying the need for a visit to the reading room				Book borrowing list	5 minutes	Book borrowing list	
3.	Prepare and complete the books to be returned				Books to be returned	10 minutes	book	
4.	Checking and receiving returned book collections				book	10 minutes	Receipt	If the returned book is incomplete, it will be rejected
5.	Submit KTM which is used as collateral when borrowing books				Receipt	10 minutes	KTM	
6.	Receive KTM from officers who are used as collateral when borrowing books				KTM	5 minutes		

#### 4. SOP for Borrowing Reading Room Books


 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-O4</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	Reading Room Book Borrowing
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of reading room services</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. S1 Final Project SOP;</li> <li>2. PKN SOPs.</li> </ol>		<ol style="list-style-type: none"> <li>1. Worksheet/ performance flow;</li> <li>2. PCs, Laptops;</li> <li>3. Internet and network.</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If the reading room service is not carried out, the final project preparation process will be hampered		Saved as electronic and manual data

## READING ROOM BOOK LOAN

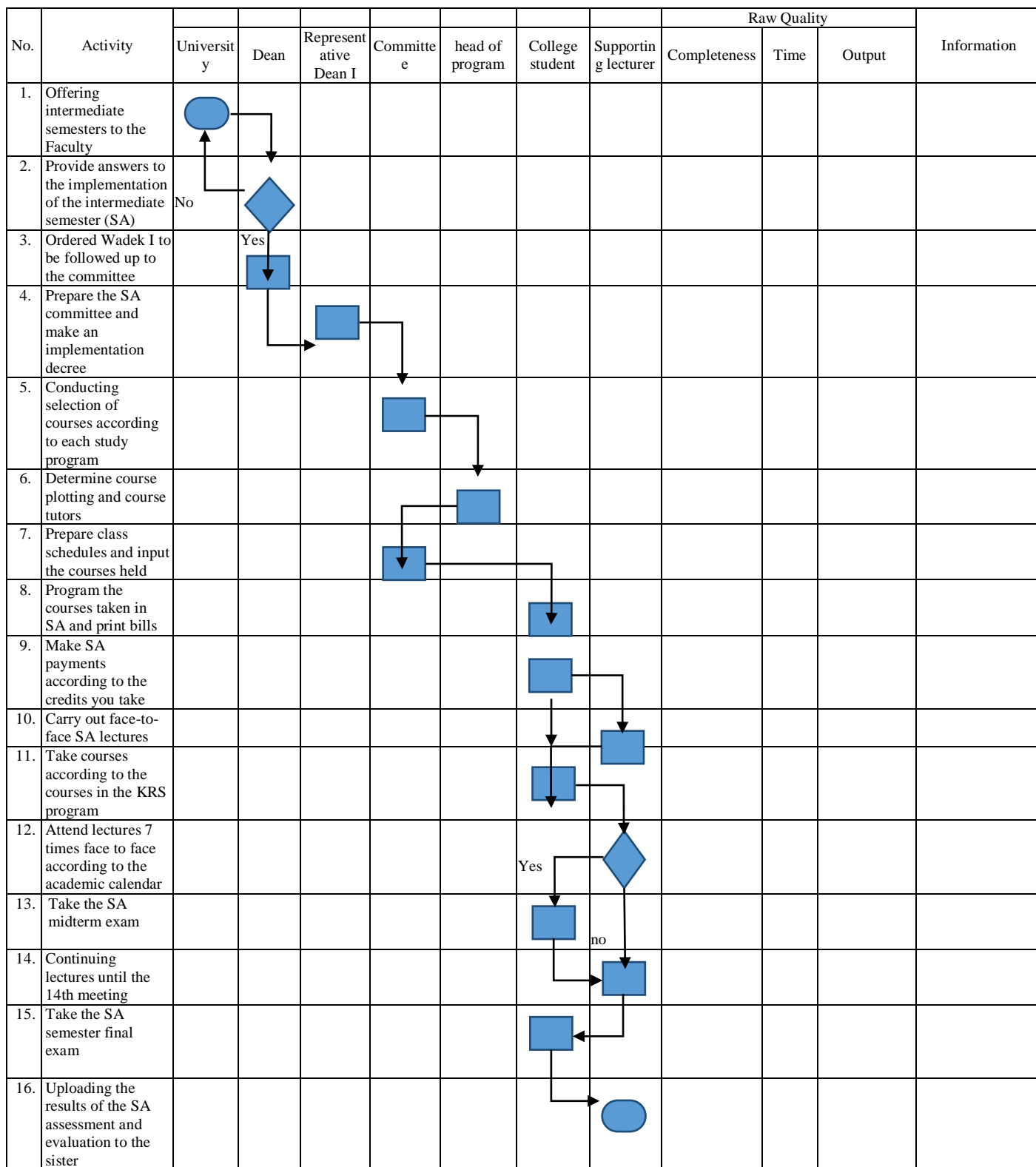
No.	Activity	Executor		Raw Quality			Information
		Visitors	Officer Library	Completeness	Time	Output	
1.	Filling out a visit book to the reading room			KTM	5 minutes	Visit list	
2.	Classifying needs and explaining the terms and conditions for borrowing			Visit list	5 minutes	Collection list	
3.	Looking for a collection of books in the reading room as needed			Collection list	30 minutes	collection book	
4.	Bring a book to be borrowed			collection book	20 minutes	Book borrowing form	hand over KTM
5.	Check loan liability, and loan terms			book borrowing list	10 minutes	collection book	If you still have borrowing dependents, the loan will be rejected
6.	To record and input books that will be borrowed by visitors into the database			collection book	10 minutes	Book borrower list	
7.	Bring a book to be borrowed			collection book	5 minutes		




## 5. SOP for Intermediate Semester Implementation

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-05</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	IMPLEMENTATION OF SEMESTERS BETWEEN
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of the system from the implementation procedures for the semester between</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. S1 Final Project SOP</li> <li>2. PKN SOP</li> </ol>		<ol style="list-style-type: none"> <li>1. Test Legality</li> <li>2. Computer/Printer/Scanner</li> <li>3. Internet Network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If the implementation of the intermediate semester is carried out then make changes to the value of		Saved as electronic and manual data









# IMPLEMENTATION SEMESTER BETWEEN




## 6. Work Lecture SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-06</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	WORK LECTURE
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of implementing a Work Lecture</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. S1 final assignment SOP</li> </ol>		<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If the work course is not carried out, it is mandatory to do it in the next semester		Saved as electronic and manual data


















## WORK LECTURE

No.	Activity	Raw Quality								Information
		LP2M	College student	Education Admin	Education Operator	head of the study program	Completeness	Time	Output	
1.	Programming Community Engagement courses at KRS semesters									
2.	Open registration for Community Engagement courses at SISTER									
3.	Carry out the Community Engagement courses registration process through SISTER									
4.	Verifying the value of the course and the requirements for the number of credits that have been taken 120 credits on going with the matkul in the KRS program									
5.	Doing approval to students who register for Community Engagement courses									
6.	Announcing groups and locations to carry out Community Engagement courses									
7.	Students carry out Community Engagement courses in accordance with group placement and Community Engagement courses location									


## 7. SOP for Real Work Practice (PKN)

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-07 SOP</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	REAL WORK PRACTICE
<b>LEGAL BASIS</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>	<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of implementing real work practices</li> </ol>	
<b>LINKAGES</b>	<b>EQUIPMENT GEAR</b>	
	<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>	
<b>WARNING</b>	<b>RECORDING AND COLLECTION</b>	
If PKN is not implemented, student graduation will be hampered	Saved as electronic and manual data	
















## REAL WORK PRACTICE (PKN)

No.	Activity	Raw Quality						Information			
		College student	Wakoord. bids. educator	Education Admin	Combi	Deputy Dean I	agency		Completeness	Time	Output
1.	Submit a proposal PKN application to the agency/company							Khs, krs, pkn internship proposal	30 minutes	Registration file	Take credits min 104 credits
2.	Forward the proposal to the admin to make a PKN application letter							pkn proposal	10 minutes	Legality of proposal	Completely signed by Wadec and/or Head of Study Program
3.	Make a PKN application letter to the agency/company							pkn proposal	10 minutes	Draft pkn internship cover letter	
4.	Verify the proposal letter before it is signed by Wade I							Draft pkn internship cover letter	10 minutes	Draft letter that has been verified	
5.	Approve and sign the PKN application letter to the agency							Draft letter that has been verified	60 minutes	pkn internship cover letter	Already signed wadek I
6.	Prepare a pkn internship cover letter to the agency							pkn internship cover letter	30 minutes	Pkn internship cover letter ready to send	
7.	Sending a PKN internship permit to the agency							pkn internship cover letter	1 day	Delivery receipt	
8.	Receive a PKN application letter from the faculty							pkn internship cover letter	1 day	pkn internship cover letter	
9.	Receive PKN reply letters from agencies/companies						no	Response letter	1 day	Receipt of reply letter	The reply letter can be accepted or rejected by the agency
10.	Determining PKN supervisors							Reply letter of willingness from the agency	1 day	PKN supervisor plot	
11.	Carrying out PKN in the agency and followed by providing guidance							PKN activity report form and attendance	3 months	PKN activity reports and attendance	Guidance/consultation card from PKN supervisor
12.	Make a report on the results of the PKN which is approved by the PKN supervisor and field supervisor							PKN activity reports and attendance	1 month	The results of the activity report and the value of PKN from the agency	
13.	Submit a PKN report exam, and complete the requirements							KHS, KRS, PKN scores from the agency	60 minutes	Report to combi	
14.	Determine the examiner and the implementation time of the PKN report exam							KHS, KRS, PKN scores from the agency	1 day	Plotting examiners and determining the PKN exam schedule	
15.	Print the minutes of the exam and carry out the PKN exam report							PKN examiner plotting and exam schedule	180 minutes	Minutes of the implementation of the PKN exam	
16.	Revising the results of the PKN exam							Exam result report that has been corrected by the examiner	45 days	Final exam results report	Has been approved by the examiner
17.	Entering the value of the PKN report exam results							Final exam results report, and approved by examiners	30 minutes	Enter the PKN value	

## 8. S1 Final Project SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-08 SOP</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	FINAL PROJECT S1
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of the implementation of the final project</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. Work Lecture SOP</li> </ol>		<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If the final project is not carried out, it is mandatory to do programming in the next semester with a note that the study period is still possible		Saved as electronic and manual data

## FINAL PROJECT S1


No.	Activity	IMPLEMENTATION					RAW QUALITY			Information
		College student	subsection. Education (operator /admin)	Guidance Commission	Supervisor and examiner	Dean	Completeness	Time	Output	
1.	Program the final project (TA) at KRS						1.active status; 2.khs	5 minutes	KRS	1. have completed 127 credits; 2. Pass courses (concentration, methodology, seminar)
2.	Enter the title of the TA and upload the draft proposal on the sister						Draft proposal	5 minutes	thesis title	
3.	Approve the title of the final project and assign a supervisor						Draft proposal	5 minutes	Appointment of mentor	
4.	Print the final assignment supervisor assignment letter						1.active status; 2.khs; 3. draft proposal	30 minutes	Draft supervisor assignment letter	
5.	Received the final assignment supervisor assignment letter and asked for a signature from the dean							10 minutes	Draft supervisor assignment letter	
6.	sign the TA supervisor assignment letter						A verified supervisor's assignment letter	60 minutes	Supervisor Assignment	
7.	Receive and distribute TA supervisor assignments						Supervisor Assignment	60 minutes	Receipt of Supervisor's Assignment Letter	Attached is a guidance consultation card
8.	Receive a supervisor's assignment letter and the guidance process						1.surtug supervisor; 2. consultation card; 3.draft proposal	30 minutes	Agreement	
9.	Uploading the Sempro proposal file through sister						Proposals that have been approved by the supervisor	5 minutes	Uploaded proposal file	
10.	Receive and conduct student TA guidance						guidance consultation card, proposal draft	1 tsp	Guidance correction	
11.	Revise the final project proposal						Guidance consultation card	7200 minutes	Proposal revision	
12.	Provide guidance on the results of the revised TA proposal and make approvals		No				Guidance consultation card, proposal revision	7200 minutes	Approval/rejection of proposal revision	
12.	Provide guidance on the results of the revised TA proposal and make approvals			Yes			Guidance consultation card, proposal revision	7200 minutes	Approval/rejection of proposal revision	Guidance consultation card, proposal revision
13.	Uploading the final proposal file on sister						Final proposal approval	30 minutes	Final proposal file in sister	
14.	Assign lecturers to examine the proposal seminar							1 day	Draft examiner's assignment	

























No.	Activity	IMPLEMENTATION					RAW QUALITY			Information
		College student	subsection. Education (operator /admin)	Guidance Commission	Supervisor and examiner	Dean	Completeness	Time	Output	
15.	Print the examiner's assignment letter						Complete data in sister	30 minutes	Draft examiner's assignment	
16.	Received the final assignment examiner's letter and asked for a signature from the dean							60 minutes	Draft examiner's assignment	
17.	Signing the TA Examiner's assignment letter						Verification of the examiner's assignment letter	60 minutes	Examiner assignment letter	
18.	Receive the Examiner's assignment letter and register for the seminar exam						Examiner assignment letter	30 minutes	Sempro approval form	
19.	Making invitations and minutes of proposal exams						Spray approval	30 minutes	Invitations and events	
20.	Distributing invitations and proposals						Invitations and proposals	2880 minutes	Receipt of distribution of supervisors and examiners	
21.	Receive distribution of final assignments and invitations for proposal exams							10 minutes	Invitations and proposals	
22.	Carry out a proposal exam						Exam room and Minutes of exam	180 minutes	Minutes of exam results	Has been signed by the examiner
23.	Correcting the results of the proposal exam						Proposal revision form	120 minutes	Proposal revision results	
24.	Revise the results of the proposal exam and upload the final proposal file to the sister						Revised final project file	64800 minutes	Final project revision file uploaded on sister	
25.	Doing Final Project Approval		NO				Final project revision file uploaded on sister	1440 minutes	agreement	
26.	Register for the final exam			Yes			KHS, passed Turnitin, TKBI minimum score 450, KRS	30 minutes	Registration Form	have taken the course 139 credits
26.	Register for the final exam						KHS, passed Turnitin, TKBI minimum score 450, KRS	30 minutes	Registration Form	have taken the course 139 credits
27.	Receive final assignment exam registration files, make invitations, and print final assignment exam minutes						KHS, passed Turnitin, TKBI minimum score 450, KRS	30 minutes	Minutes and invitations for final exams	
28.	Carry out the final exam						Exam room and Minutes of exam	180 minutes	Minutes of exam results	Has been signed by the examiner




No.	Activity	IMPLEMENTATION					RAW QUALITY			Information
		College student	subsection. Education (operator /admin)	Guidance Commission	Supervisor and examiner	Dean	Completeness	Time	Output	
29.	Correcting final project exam results						TA revision form	120 minutes	TA revision results	
30.	Revise the results of the final project and upload the final final project file to the sister						Revised final project file	60 days	Final project revision file uploaded on sister	Revised final project file
31.	Entering the final assignment score						Revised final project file	60 minutes	TA value	

## 9. Master's Final Project SOP


 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-09 SOP</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	<b>MASTER FINAL PROJECT</b>
<b>LEGAL BASIS</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>	<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of the implementation of the final project</li> </ol>	
<b>LINKAGES</b>	<b>EQUIPMENT GEAR</b>	
	<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>	
<b>WARNING</b>	<b>RECORDING AND COLLECTION</b>	
If the final project is not carried out, it is mandatory to do programming in the next semester with a note that the study period is still possible	Saved as electronic and manual data	

## FINAL PROJECT S1

























No.	Activity								RAW QUALITY			Information
		College student	subsection. Pend. (operator /admin)	Combi	guide-bing	Examiner	KPS	Dean	Completeness	Time	Output	
1.	Uploading a draft proposal on sister								Draft proposal	30 minutes	Draft proposal	
2.	The guidance combi inputs the guidance team								Draft proposal	15 minutes	DPU, DPA	
3.	Entering the letter number and printing the supervisor's assignment letter								DPU, DPA	30 minutes	Draft letter of assignment	
4.	Approve and sign the supervisor's assignment letter								Draft letter of assignment	15 minutes	Supervising assignment letter	
5.	Carry out proposal guidance								Thesis proposal draft, Supervisor assignment letter		Proposal	
6.	Uploading the final proposal								Final project proposal file	10 minutes	Proposal	
7.	Determine the examiner of the seminar proposal								Thesis proposal	30 minutes	Test team	
8.	Enter the letter number and print the promoter assignment letter								The composition of the testing team, no. letter, document test requirements	30 minutes	Draft examiner's assignment	
9.	Approve and sign the examiner's assignment letter								Draft examiner's assignment	15 minutes	Examiner assignment letter	
10.	Prepare the legality file for the proposal seminar exam								Examiner assignment letter	30 minutes	Exam requirements	
11.	Approve the application for the seminar proposal exam								Exam file	300 minutes	Exam schedule	
12.	Approve the timing of the proposal exam								Exam files, Exam schedule	24 hours	Exam schedule	
13.	Carry out a proposal seminar exam								Exam files and thesis proposal	120 minutes	Minutes of thesis exam	
14.	Correcting the proposal on the implementation of the proposal seminar exam								Minutes of thesis examination, thesis proposal	45 days	Thesis proposal revision form	
15.	Revise the proposal for the proposal seminar exam results and upload it on the sister								Thesis proposal revision form	120 minutes	Revised thesis	
16.	Approval of the thesis exam application								Revised thesis	300 minutes	Exam schedule	
17.	Approve the timing of the thesis exam								Exam files, Exam schedule	24 hours	Exam schedule	
17.	Approve the timing of the thesis exam								Exam files, Exam schedule	24 hours	Exam schedule	
18.	Implementation of the final thesis exam								Exam files and final thesis bundles	120 minutes	Exam minutes	
19.	Correcting the thesis that has been tested								Minutes of thesis examination, final	45 days	Final thesis revision form	

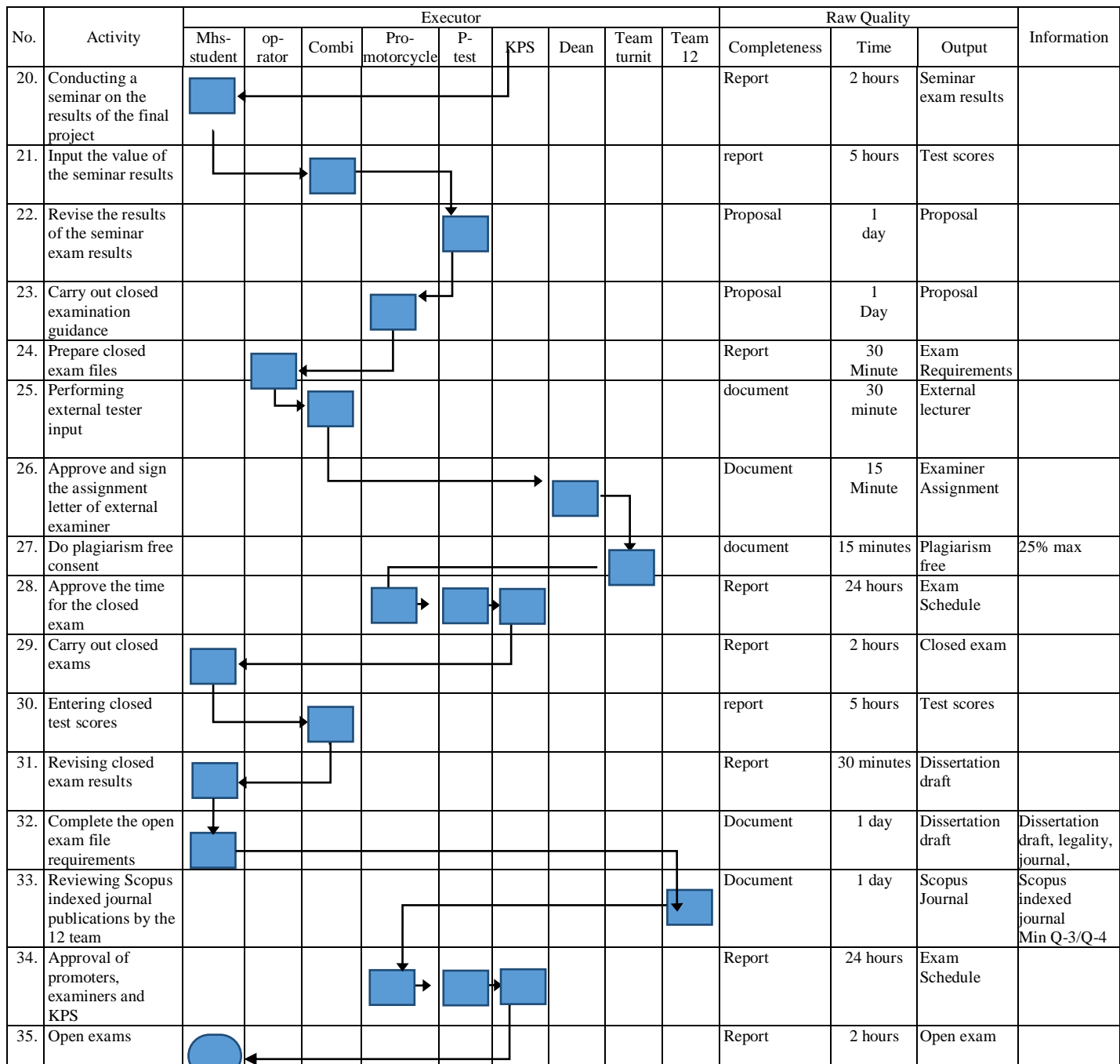
No.	Activity	College student	subsection. Pend. (operator /admin)	Combi	guide-bing	Examiner	KPS	Dean	RAW QUALITY			Information
									Completeness	Time	Output	
									thesis bundle			
20.	Revise the results of the final thesis exam and upload it on sister								Revised thesis proposal at sister	120 minutes	Thesis is approved	
21.	Entering the final thesis test scores								Thesis approval	120 min	Final thesis score	

## 10. Doctoral Program Final Project SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-10</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	<b>DOCTORAL PROGRAM FINAL PROJECT</b>
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have data processing capabilities</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the tasks and system functions of the doctoral program final project exam procedure</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
		<ol style="list-style-type: none"> <li>1. Test Legality</li> <li>2. Computer/Printer/Scanner</li> <li>3. Internet Network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If the final doctoral program exam is not carried out, the graduation process will be delayed		Saved as electronic and manual data


# DOCTORAL PROGRAM FINAL PROJECT

No.	Activity	Executor									Raw Quality			Information
		Mhs- student	op- rator	Combi	Pro- motorcycle	P- test	KPS	Dean	Team turnit	Team 12	Completeness	Time	Output	
1.	Upload Draft Proposal and contact combi										Draft proposal	30 Minute	Draft Proposal	
2.	The Guidance Commission inputs the Promoter team										Report	15 Minute	Promoter	
3.	enter the letter number and print the promoter assignment letter										Guidance assignment letter	30 Minute	Promoter Assignment	
4.	Approve and sign the promoter's assignment letter										document	15 Minute	Promoter Assignment	
5.	Submit a promoter assignment letter										document	30 Minute	Proposal	
	Conducting dissertation proposal guidance to promoters										Final project draft	-		
6.	Uploading the final proposal										Document	10 Minute	Proposal	
7.	Guidance Commission Determines Proposal Seminar Examiners										Report	30 Minute	Examiner	
8.	Enter the letter number and print the promoter assignment letter										Document	30 Minute	Examiner Assignment	
9.	Approve and sign the examiner's assignment letter										Document	15 Minute	Examiner Assignment	
10.	Prepare the legality file for the final project										Report	30 Minute	Exam Requirements	
11.	Carry out the approval of the final project promoter and examiner										Report	5 hours	Exam File	
12.	Approve the time for the final assignment exam										Report	24 hours	Exam Schedule	
13.	Conducting a final project proposal seminar										Report	2 hours	Proposal Seminar Exam	
14.	Input the value of the seminar proposal										report	5 hours	Test scores	
15.	Revise the results of the proposal seminar exam										Proposal	1 day	Proposal	
16.	Conducting seminar guidance on results to promoters										Proposal	1 Day	Proposal	
16.	Conducting seminar guidance on results to promoters										Proposal	1 Day	Proposal	
17.	Prepare the result seminar file										Report	30 Minute	Exam Requirements	
19.	Approve the time for the final assignment exam										Report	24 hours	Exam Schedule	














## 11. Graduation Registration SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-11
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	GRADUATION REGISTRATION PROCEDURE
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of implementing graduation registration</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. Work Lecture SOP</li> </ol>		<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If the graduation registration procedure is not carried out, the student will not be listed as a graduate		Saved as electronic and manual data








## GRADUATION REGISTRATION PROCEDURE

No.	Activity	Executor				Raw Quality			Information
		College student	Admin Bag. Education	Operator Academic	BAKA	Completeness	Time	Output	
1.	Carry out the graduation / period registration process through sister					last diploma, photo	10 minute	Enrolled in the student list not yet registered	
2.	Verifying the completeness of the graduation registration					1. Distribution sheet (reading room, dospem, head of study program, library) 2. Doklus 3. Hijab dispenser 4. Last diploma	30 minute	Verified file (initials)	
3.	Entering graduation registration at sister and printing (draft diploma, transcript and doclus)					Files that have been verified by admin	30 minute	Enter the student record who has not graduated yet	
4.	Receive printouts of draft diplomas, transcripts and docs					Distribution sheet	5 minute	Draft diploma, doklus, transcript in English and Indonesian	
5.	Validate documents submitted by students					Graduation Requirements Documents	10 minute	Initialized document validation	
6.	Sign the document that has been validated and register with BAKA					Graduation Requirements Documents	10 minute	Validate the document signed by the student	
7.	Receive registration documents and approve prospective graduation participants					Graduation Requirements Documents	10 minute	Candidates	
8.	printing graduation participant cards at sister						10 minute	Graduation card	


## 12. SOP for Processing Academic Transcripts

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-12</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	ACADEMIC TRANSCIP PROCESSING
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Knowing the duties and functions of the implementation of academic transcript processing</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. SKL SOP</li> <li>2. S1 Final Project SOP</li> </ol>		<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If you don't process academic transcripts, you can't graduate		Saved as electronic and manual data













## ACADEMIC TRANSCIP PROCESSING

No.	Activity	Raw Quality					Information			
		College student	Major (operator, admin)	Wakoord Bid. Education	Representative Dean I	Dean		Completeness	Time	Output
1.	Complete transcript processing requirements						Graduation file	30 minutes	Verify the requirements file	
2.	Verify and print a draft academic transcript (Indonesian English) and attach a photo						Verify the requirements file	30 minutes	Verified Indonesian and English versions of transcripts	Passport size 3x4 black and white (4 sheets)
3.	Verify and validate the transcript by providing initials						Verified Indonesian and English versions of transcripts	5 minutes	Initial draft transcript	Equipped with the initials of the coordinator
4.	Validating the 2nd value transcript						Initial draft transcript	10 minutes	Initials wadek I	
5.	Signing a validated value transcript						Draft transcript which was parafed by wadek I	10 minutes	Academic transcripts	
6.	Carry out a stamp that has been signed by the dean						Academic transcripts	5 minutes	Academic transcripts	
7.	Receive transcripts of Indonesian and English grades						Indonesian and English academic transcripts	5 minutes	Receipt	


### 13. Certificate Processing SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-13</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	CERTIFICATE PROCESSING
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 7770/UN25/EP/2017 dated 5 July 2017 concerning Guidelines for the Implementation of the Doctoral Program at the University of Jember.</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability of service standards;</li> <li>2. Understand the main tasks and performance flow;</li> <li>3. Know the duties and functions of diploma processing.</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. S1 Final Project SOP</li> <li>2. Master's Final Project SOP</li> <li>3. Doctoral Final Project SOP</li> </ol>		<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If you don't process the diploma, the graduation process will be hampered		Saved as electronic and manual data

## CERTIFICATE PROCESSING

No.	Activity	Executor							Raw Quality			Information
		College student	Education Admin	subsection. Education	Representative Dean I	Dean	BAKA Univ.	UPT. Publishing	Completeness	Time	Output	
1.	Completing graduation registration								Graduation card			
2.	Entering the national diploma number (NIN)								Graduation card	1 week	National Certificate Number	
3.	Print 3 copies of Indonesian and English versions of diplomas								Graduation participant card, graduation registration file	10 minutes	Certificate	Duplicate 1) original; 2) Duplicate; 3) Tripikat
4.	Take a diploma in 3 copies of the Indonesian and English versions of the diploma and attach a photo								List of graduation participants	3 days	Certificate	
5.	Doing 3 finger print								1. Unsigned certificate, 2. photo	10 minutes	The diploma has 3 fingers stamped	3 pieces of 4x6 black and white photos
6.	Verify graduate diplomas and ask for initials in stages								The diploma has 3 fingers stamped	5 minutes	Certificate has been verified	Initialize 1) wakoord; 2) Chords;
7.	Verification of graduate diplomas with initials								Diplomas initialed 1) wakoord; 2) Chords;	10 minutes	The diploma has been initialed by Waddek I	
8.	Signing a certificate that has been validated								The diploma has been initialed by Waddek I	10 minutes	Certificate that has been signed by the dean	
9.	Requesting a diploma signature from the chancellor through BAKA								Certificate that has been signed by the dean	60 minutes	Diplomas that have been stamped by the faculty	
10.	Carry out the process of signing the diploma by the rector								Diplomas that have been stamped by the faculty	10 minutes	Certificate that has been signed by the Chancellor	
11.	Take a diploma that has been signed by the Chancellor								List of graduates	30 minutes	Certificate	
12.	Receive a diploma from the education admin								Certificate	10 minutes	Certificate	Free of dependents (distribution, TKBI, R. Baca)

#### 14. SOP Certificate of Graduation (SKL)


 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	<b>AKAD-14</b>
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	CERTIFICATE OF PASSING (SKL)
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;</li> <li>2. Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021</li> </ol>		<ol style="list-style-type: none"> <li>1. Have the ability to service standards</li> <li>2. Understand the main tasks and performance flow</li> <li>3. Know the process of passing certificate (SKL)</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
<ol style="list-style-type: none"> <li>1. S1 final assignment SOP</li> <li>2. Master's final assignment SOP</li> <li>3. Doctoral final assignment SOP</li> </ol>		<ol style="list-style-type: none"> <li>1. Worksheet/performance flow</li> <li>2. PCs, Laptops</li> <li>3. Internet and network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If students who have graduated and have not graduated can propose the issuance of a graduation certificate (SKL)		Saved as electronic and manual data

## CERTIFICATE OF PASSING (SKL)











No.	Activity	Raw Quality							Information
		College student	Education Admin	Wakoord. Bag. Education	Representative Dean I	Completeness	Time	Output	
1.	Make an application for the issuance of SKL to the Deputy Dean I					Graduation registration card		SKL application letter	
2.	Complete the SKL application requirements to the education section admin					Graduation registration card, SKL application letter	20 minutes		
3.	Checking the proposal letter and proof of graduation registration					Graduation registration card, application letter for SKL, KHS	15 minutes		
4.	Process the proposal for making SKL and print out SKL					Graduation registration card, application letter for SKL, KHS	15 minutes	Draft SKL	
5.	Verify the proposed SKL and initialize the SKL					Draft SKL	10 minutes		
6.	Approved the issuance of the SKL by signing					Draft SKL	60 minutes	SKL	
7.	Following up on the SKL that has been signed and stamped					SKL	15 minutes	SKL that has been stamped by the faculty	
8.	Taking SKL that has been processed in the Education section								




## 15. SOP for Certificate of Still Studying

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	SOP MAWA-01
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	CERTIFICATE STILL IN COLLEGE
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia No. 4 of 2022 concerning National Education Standards;</li> <li>2. Regulation of the Chancellor of the University of Jember Number: 840 /UN25/KM/2019 concerning Guidelines for the Management of Student Activities at the University of Jember.</li> </ol>		<ol style="list-style-type: none"> <li>1. Have a service standard qualification.</li> <li>2. Understanding the flow and process of certificate service is still in college.</li> <li>3. Understanding the Institution system (sister)</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
		<ol style="list-style-type: none"> <li>1. Office stationery</li> <li>2. Computer/Printer/Scanner</li> <li>3. Internet Network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If the certificate of still being in college is not carried out, the student will have problems with managing parental allowances, BPJS, Scholarships and Loss of KTM.		Saved as electronic and manual data









## CERTIFICATE STILL IN COLLEGE

NO.	Activity	Executor					Raw Quality			Information
		College student	Operator Mawa	Wakoord. working group. Academic, Student and Alumni	chord. working group. Administration	Vice Dean III	Completeness	Time	Output	
1.	Download the form on feb.unej.ac.id and fill out the proposal requesting a certificate of still studying						KTM, Active Status	5 minutes	Proposal form	
2.	Processing the proposal for a certificate of still studying						Proposal form	5 minutes	Draft proposal	
3.	Verifying the proposed Certificate of Still Studying and issuing the type of Certificate of Still Studying required		No				Draft proposal	5 minutes	Verification Results	No = document revision
4.	Give initial approval letter of still in college			yes			Verification result document	5 minutes	Advanced Verification Results	
5.	Receiving Advanced Verification Results and requesting a Signature						Advanced verification results	10 minutes	Advanced verification results	
5.	Sign the proposal requesting a certificate of still studying						Advanced verification results	60 minutes	Document certificate is still in college	
6.	Receive a certificate of still studying, give a stamp and hand it over to the student						Document certificate is still in college	5 minutes	Legalized certificate of still in college	
7.	Receiving a Certificate of Still Studying						Certificate of Still Studying	5 minutes	Certificate of Still Studying	


## 16. Activity Permit SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	SOP MAWA-02
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	Application for Student Activity Permits
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia No. 4 of 2022 concerning National Education Standards;</li> <li>2. Regulation of the Chancellor of the University of Jember Number: 840 /UN25/KM/2019 concerning Guidelines for the Management of Student Activities at the University of Jember;</li> <li>3. Decree of the Dean of the Faculty of Economics and Business, University of Jember Number: 1140 /UN25.1.4/KM/2022 concerning the Appointment of the Management of Student Activity Units (UKM) / Student Organizations (Ormawa) in the Faculty of Economics and Business, University of Jember in 2022.</li> </ol>		<ol style="list-style-type: none"> <li>1. Have a service standard qualification.</li> <li>2. Understand the flow and process of Student Activity Permit Service</li> <li>3. Understanding the Institution system (sister)</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
SOP for Submission of Activity Funds		<ol style="list-style-type: none"> <li>1. Office stationery</li> <li>2. Computer/Printer/Scanner</li> <li>3. Internet Network</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If the Student Activity Permit Service is not carried out, student activities cannot be carried out		Saved as electronic and manual data












## ACTIVITY LICENSE

No.								Raw Quality			Information
	Activity	College student	Operator Mawa	Wakoord. working group.Academic, Student and Alumni	BPP	chord. working group. Administration	RepresentativeDean III	Completeness	Time	Output	
1.	Student/Activity Committee/UKM/Ormawa Submit an activity permit proposal through the sister application unej.ac.id							TOR, activity permit	5 minutes	The results of the upload of the proposed TOR, activity permits	TOR has been approved by the builder
2.	Verify the completeness of the activity permit through the SIMAWA application							TOR has been approved by the builder	10 minutes	TOR verification results	
3.	Approving/rejecting an application for an activity permit through the SIMAWA application							TOR verification results	10 minutes	Approval/denial	
4.	Analyzing the types of activities with the suitability of the work plan of the Faculty/loading							Activity permit approval	10 minutes	Suitability of activity permits	
5.	Approve the application for an activity permit							Activity permit draft	10 minutes	Approval of activity permit draft	
6.	Approve/reject an application for an activity permit							Activity permit proposal document	30 minutes	Approval/denial	Approval = barcode giving
7.	Receive approval of activity permit applications and distribute to students							Activity permit approval results	10 minutes	Print out the activity permit	
8.	Receive an activity permit							Print out the activity permit	5 minutes	Activity Permit	


## 17. SOP for Submission of Activity Funds

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	SOP MAWA-03
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	Student Activity Fund Application
<b>LEGAL BASIS</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia No. 4 of 2022 concerning National Education Standards;</li> <li>2. Regulation of the Chancellor of the University of Jember Number: 840 /UN25/KM/2019 concerning Guidelines for the Management of Student Activities at the University of Jember;</li> <li>3. Decree of the Dean of the Faculty of Economics and Business, University of Jember Number: 1140 /UN25.1.4/KM/2022 concerning the Appointment of the Management of Student Activity Units (UKM) / Student Organizations (Ormawa) in the Faculty of Economics and Business, University of Jember in 2022.</li> </ol>	<ol style="list-style-type: none"> <li>1. Have a service standard qualification.</li> <li>2. Understand the flow and process of Student Activity Permit Service</li> <li>3. Understanding the Institution system (sister)</li> </ol>	
<b>LINKAGES</b>	<b>EQUIPMENT GEAR</b>	
Activity Permit SOP	<ol style="list-style-type: none"> <li>1. Office stationery</li> <li>2. Computer/Printer/Scanner</li> <li>3. Internet Network</li> </ol>	
<b>WARNING</b>	<b>RECORDING AND COLLECTION</b>	
If the Student Activity Permit Service is not carried out, student activities cannot be carried out	Saved as electronic and manual data	









## SUBMISSION OF ACTIVITY FUND

No.	Activity	Executor								Raw Quality			Information
		College student	Operator Mawa	Wakoord. working group. Academic, Student and Alumni	BPP	chord. working group. Administration	Vice Dean III	Vice Dean II	DEAN	Completeness	Time	Output	
1.	Student/Activity Committee/UKM/Ormawa Submit a proposal for submitting activity funds through the sister application unej.ac.id									TOR of activities	5 minutes	The results of the activity TOR upload	TOR has been approved by the builder
2.	Verification of TOR activities through the SIMAWA application									TOR has been approved by the builder	10 minutes	TOR verification results	
3.	Reviewing / approving the application of activity funds through the SIMAWA application									TOR verification results	10 minutes	Approval of funding	
4.	Approve/reject the application of funds according to the type of activity with the suitability of the work plan of the Faculty/loading									Approval of application for activity funds	30 minutes	Approval/rejection of funding proposals	
5.	Approve the application of activity funds									Approval of the proposal for funding	10 minutes	Approval of the application of activity funds	
6.	Approve/reject the proposed activity fund submission									Documents for the proposal for the application of activity funds	30 minutes	Approval/denial	
7.	Print the results of the approval/disbursement form for activity funds and request approval for disbursement of funds in stages									Approval of application for activity funds	10 minutes	Print out the activity fund disbursement form	
8.	Signature Approval of disbursement of funds									Print out the activity fund disbursement form, TOR	60 Minutes	Signature of approval for disbursement of activity funds	Attached an activity permit
9.	Receive approval for disbursement of funding applications and distribute to students									Approval form for disbursement of activity fund application	10 minutes	approval for disbursement of activity fund applications	
10.	Receive approval for disbursement of activity fund applications									Approval form for disbursement of activity fund application	5 minutes	approval for disbursement of activity fund applications	

## 18. SOP for Scholarship Application

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	SOP MAWA-04
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	Scholarship Application
<b>LEGAL BASIS</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Government Regulation of the Republic of Indonesia No. 4 of 2022 concerning National Education Standards;</li> <li>2. Regulation of the Chancellor of the University of Jember Number: 840 /UN25/KM/2019 concerning Guidelines for the Management of Student Activities at the University of Jember.</li> </ol>	<ol style="list-style-type: none"> <li>1. Have a service standard qualification;</li> <li>2. Understand the flow and process of the Scholarship Application Service;</li> <li>3. Understand the Institution system (sister).</li> </ol>	
<b>LINKAGES</b>	<b>EQUIPMENT GEAR</b>	
	<ol style="list-style-type: none"> <li>1. Office stationery</li> <li>2. Computer/Printer/Scanner</li> <li>3. Internet Network</li> </ol>	
<b>WARNING</b>	<b>RECORDING AND COLLECTION</b>	
If the scholarship application service is not carried out, then the application for Functionary, Bank Indonesia and other scholarships cannot be carried out	Saved as electronic and manual data	


## SCHOLARSHIP APPLICATION

NO.	Activity	Executor					Raw Quality			Information
		College student	Operator Mawa	Wakoord. working group. Academic, Student and Alumni	chord. working group. Administration	Vice Dean III	Completeness	Time	Output	
1.	Download the scholarship application requirements form at feb.unej.ac.id to be signed by the Deputy Dean III						Scholarship application requirements form	10 minutes	Scholarship application form	Students find out information about scholarship announcements from sister
2.	Processing the scholarship application proposal form						Scholarship application form	10 minutes	Proposal form Scholarship application requirements	
3.	Provide initial approval of the proposal form for the scholarship application requirements						Proposal form Scholarship application requirements	10 minutes	Initial proposal for scholarship application	
4.	Give initial approval for scholarship application						Results of the scholarship proposal	10 minutes	Initial proposal for scholarship application	
5.	Received the initialed scholarship proposal and asked for a signature to WD III						Advanced verification results	10 minutes	Advanced verification results	
5.	Sign the approval of the scholarship application form						Documents for applying for scholarships	60 minutes	Scholarship application documents	
6.	Receive the scholarship application document, give a stamp and submit it to the student						Scholarship application approval form	10 minutes	Approval of the legalized scholarship application	
7.	Receive the scholarship application form						Scholarship application approval form	10 minutes	Scholarship application approval	Students upload scholarship application requirements and receive scholarship recipient announcements via the sister application

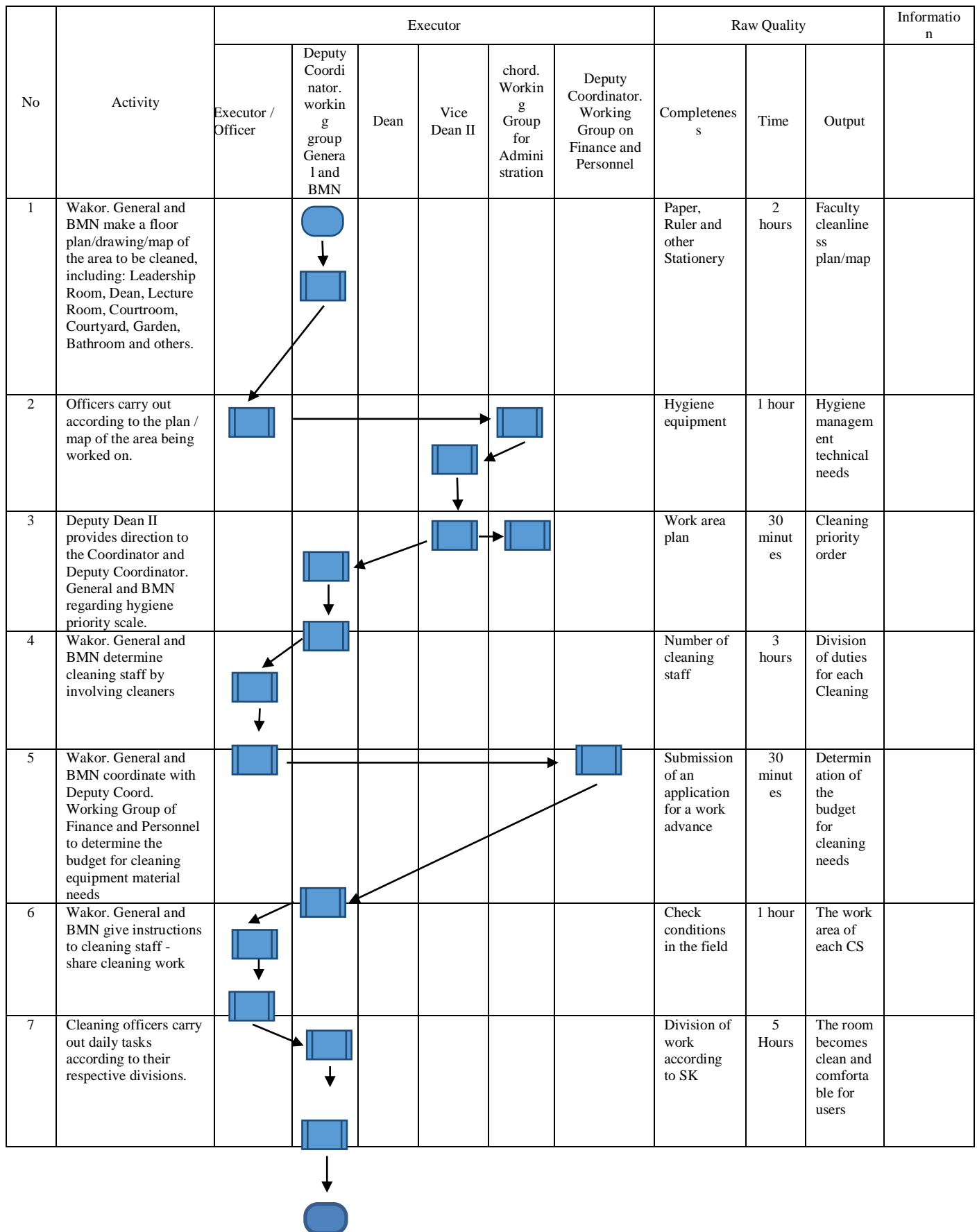


## II. SOP for General Subsection and State Property

### 1. SOUPHygiene Management


 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 01. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME		: Faculty of Hygiene Management	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Management of cleanliness of Facilities and Infrastructure Faculty of Economics and Business Univ. Jember 2. Equipment and materials as cleaning tools/media 3. Human resources as implementers 4. Activity implementation time	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1 Broom 2 Chemocheng 3 Soap 4 Mop 5 Camphor and Medicine cleaner	6 Plastic trash 7 Wastebasket 8 Glass cloth 9 Kanebo 10 Poke Mop Tool
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, then the room is dirty and does not provide comfort		Saved as electronic and manual data	

## CLEANING MANAGEMENT SOP

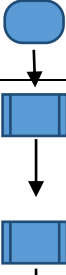









8	Wakor. General and BMN monitor incidentally cleaning results.							Provide an instrument for assessing the performance of the cleaning staff	5 hours	Results of performance evaluation and improvement	
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## 2. Incoming Mail Management SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 02. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME		: Incoming Mail Management	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Management of cleanliness of Facilities and Infrastructure Faculty of Economics and Business Univ. Jember 2. Equipment and materials as cleaning tools/media 3. Human resources as implementers 5. Activity implementation time	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1 Computer 2 Printer 3 Stationery, paper 4 Internet 5 Stamp 6 Disposition sheet	
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, it will have a significant impact on the smooth running of work and risk the loss of letters at the Faculty		Saved as electronic and manual data	

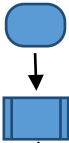

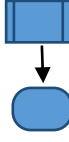
## SOP MANAGEMENT OF INCOME

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Organizers receive incoming letters via SIKD/Online							Computer and Internet	2 minutes	Data is stored in the Mailing database	Can be read by leadership
2	The agendar gives the disposition sheet as the direction of the letter							Stationary	2 minutes	Disposition sheet	
3	Agendaris handed the incoming letter to Koord. Pokja Administration to be verified and directed to the recipient							Stationary	2 minutes	Letter proof	
4	After Chord. The Administrative Working Group understands the letter, then directs the letter by writing the date on the disposition sheet							Stationary	2 minutes	Handing the letter to the recipient	
5	chord. The Administrative Working Group returns the letter to the agendar to be handed over to the recipient of the letter							Stationary	2 minutes	The letter is delivered to the address	
6	The recipient of the letter provides a hierarchical disposition to be followed up							Stationary	2 minutes	Letter has been received	


### 3. Outgoing Mail Management SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 03. GENERAL AND BMN.
	date MAKING	: January 4, 2021
	date REVISION	:-
	date EFFECTIVE	: January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP NAME	: Outgoing Mail Management
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. UU no. 20 of 2003 concerning the National Education System</li> <li>2. Government Regulation No. 60 of 1999 concerning Higher Education</li> <li>3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember</li> <li>4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember</li> </ol>		<ol style="list-style-type: none"> <li>1. Elements/sections of the institution make a letter addressed to other parties and ask for the letter number to the agendar.</li> <li>2. The agendar records and gives the letter number according to the date the letter was written.</li> <li>3. The agendar puts it into a letter envelope according to the applicable correspondence rules.</li> <li>4. Agendaris handed the outgoing letter to Caraka.</li> <li>5. Organizers store archives / copies of outgoing letters into the Archives Information System.</li> <li>6. Caraka received the letter and recorded it on the outgoing mail expedition book.</li> <li>7. Caraka sends a letter and/or through a delivery service.</li> <li>8. Caraka asks for a receipt, that the letter has been sent</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
		<ol style="list-style-type: none"> <li>1 Outgoing Agenda Book</li> <li>2 Computer</li> <li>3 Internet</li> <li>4 Printer</li> <li>5 Envelope</li> <li>6 Faculty Stamp</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If this SOP is not implemented, it will have a significant impact on the smooth running of work and risk the loss of letters at the Faculty		Saved as electronic and manual data

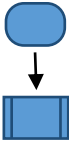







## SOP for OUTCOME LETTER MANAGEMENT

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Drafting a signed outgoing letter							Stationary	5 minutes	Letters ready to be archived and sent	
2	Giving letter numbers, taking notes on outgoing mail agenda books, wrapping letters, handing letters to Caraka, storing / filing letters.							Stationery, Agenda Book	5 minutes	Mail Filing	
3	Receiving a letter from the agendar, Recording in the outgoing mail expedition book, Sending a letter and or through a delivery service, Receiving proof of delivery in the form of a letter receipt							outgoing mail agenda book	30 Minutes (according to Purpose)	The letter has been received by the addressee	

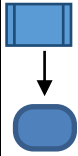
#### 4. SOP for the Use of Consumables or Office Stationery

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 04. GENERAL AND BMN.
	date MAKING	: January 4, 2021
	date REVISION	:-
	date EFFECTIVE	: January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP NAME	: Use of Consumables or Office Stationery
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. UU no. 20 of 2003 concerning the National Education System</li> <li>2. Government Regulation No. 60 of 1999 concerning Higher Education</li> <li>3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember</li> <li>4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember</li> </ol>		<ol style="list-style-type: none"> <li>1. Provide supporting facilities in the form of stationery for certain activities</li> <li>2. Make a plan to purchase consumables (ATK)</li> <li>3. Submit a list of purchases of consumables (ATK)</li> <li>4. Manage the entry and exit of consumables (ATK) in the inventory warehouse</li> <li>5. Recording the entry and exit of consumables (ATK) in the inventory application</li> </ol>
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>
		<ol style="list-style-type: none"> <li>1. Computer</li> <li>2. Printer</li> <li>3. Stationary</li> <li>4. Purchase request form</li> </ol>
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>
If this SOP is not implemented, there will be a difference in the inventory application report and the conditions in the inventory warehouse		Saved as electronic and manual data


## SOP for the use of consumables or office stationery

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator, working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	The element/section/committee submits by filling out the goods request form based on the planned needs to the Deputy Coord. working group General and BMN							Stationery, paper	10 minutes	Submit a bonding form to the immediate supervisor of the requested item	
2	Deputy Coordinator. working group General and BMN check the availability of the goods to be requested and instruct the ATK warehouse staff to carry out the request							Fill out the goods registration form	5 minutes	After signing the acc form to pick up the goods	
3	Warehouse clerk receives and examines receipts, takes goods and submits to applicants							Checking the goods registration form	10 minutes	Check the condition of the goods in the warehouse	
4	Warehouse clerk records in the stock book							Item Control Card	5 minutes	Officers submitted on request	
5	The applicant signs a receipt for ATK goods receipts and is known by the Deputy General Manager and BMN							Applicant signature bon	5 minutes	Wakor General and BMN ordered to prepare a request receipt	
6	Wakor General and BMN ordered SIMAK-Inventory officers to submit requests for monthly inventory reports.							SP2D	10 minutes	Checkin g inventor y report results	










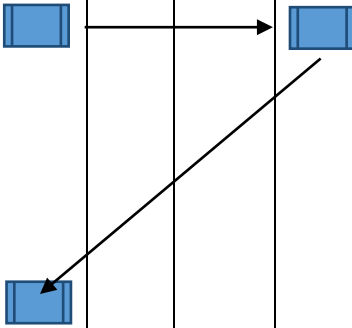

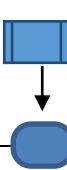
7	SIMAK-Inventory clerk files receipt of ATK goods receipts							In the item request receipt archive file	5 minutes	Store in an orderly archive request form.	
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## 5. SOP for Provision of Meeting Consumption


 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 05. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadiah, M.Si. NIP 196610201990022001	
	SOP NAME	: Provision of Meeting Consumption	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Making standard rules and procedures in the implementation of providing consumption for meeting activities and others at the Faculty 2. Receive information or Whatsapp via Online to make purchases, meeting consumption and others 3. Purchasing consumption according to the needs of the number of activity participants 4. Submit a work advance application to the Deputy Coord. General Working Group and BMN in the context of purchasing consumption 5. Make SPJ reports/purchase of consumables and consumption of official meetings	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1. Computer 2. Printer 3. Office stationery 4. Stamp 5. Stamp	6. Office Home Appliances 7. Service voucher for the entry and exit of household consumables
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, there will be a difference in the inventory application report and the conditions in the inventory warehouse		Saved as electronic and manual data	

## SOP FOR PROVISION OF MEETING CONSUMPTION

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator, working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator, Working Group on Finance and Personnel	Completeness	Time	Output	
1	The work unit/Department/Study Program submits a request for meeting consumption needs in the form of a cover letter to the Vice Dean II or Coord. Pokja Administration by attaching the invitation letter to the meeting in duplicate (first sheet for Coord. Pokja Administration, second sheet for Deputy Coord. Pokja General and BMN)							Stationery, paper folder	45 minutes	Work advance application letter	
2	Deputy Coordinator, working group General and BMN asked the Deputy Coord. Working Group on Finance and Personnel, related to the budget for the meeting/seminars							Submission of required funds	1 hour	Disbursement agreement	
3	Deputy Coordinator, The Finance and Personnel Working Group informed the Koord again. Working Group for Administration, regarding the availability of meeting budget							Funds that have been budgeted to be realized	25 minutes	Budget Availability Agreement	
4	If in accordance with the RAB of the work unit/department/study program, Coord. Working Group for Administration, disposition to Deputy Coord. working group General and BMN. However, if there is							Fund plan to be submitted	30 minutes	If there is a budget, the disbursement will be carried out immediately, if there is no budget,	

	no budget or it does not match the RAB, Koord. The Administrative Working Group consults with the applicant for the availability of meeting consumption									then a delay is carried out waiting for the budget revision	
5	chord. The Administrative Working Group makes a Disposition/memo to the Deputy Coord. working group General and BMN by attaching a meeting invitation letter (information on the number of meeting participants)							Invitation letter attachment	30 minutes	Preparation of consumption as needed	
6	Deputy Coordinator. working group General and BMN delegate to General and BMN staff to provide meeting consumption availability										
7	Deputy Coordinator. working group General and BMN delegate to General and BMN staff to provide meeting consumption availability										


## 6. SOP for Use of Official Vehicles

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 06. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Use of Official Vehicles	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Applying for Service Vehicle maintenance 2. Submitting a Business Travel Letter 3. Submit a BBM purchase 4. Applying for travel accommodation (E-Toll and others) 5. Cleaning Service Vehicles	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1. Computer 2. Printer 3. Office stationery 4. Stamp 5. Stamp	6. Office Home Appliances 7. Service voucher for the entry and exit of household consumables
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, then the smooth running of the leadership activities that are traveling in nature will be disrupted		Saved as electronic and manual data	








## SOP FOR USE OF SERVICE VEHICLES

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	The applicant applies for a license to use the Official Vehicle and Inventory by filling out the form and submitting it to the Deputy Coord. working group General and BMN.							Stationery, loan form	7 minutes	Approval via Official Travel Form	
2	After receiving the form, Deputy Coord. working group General and BMN check the readiness of the official vehicle and inventory and appoint a driver							Car keys handed over	5 minutes	Official vehicles are ready to be heated for operational use	
3	Deputy Coordinator. working group General and BMN submit approval to Koord. Working Group on Administration and Deputy Dean II							Submit a BBM purchase	15 minutes	Travel approval	
4	After obtaining approval, Deputy Coord. General Pokja and BMN assign drivers to carry out tasks according to the request of the applicant or assign the General Staff and Equipment to hand over the inventory borrowed by the applicant							Check engine, tires, fuel, car tools	10 minutes	The driver is assigned to carry out official travel duties	

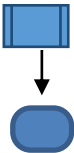
### 7. SOP for Loaning a Place or Space

 MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS	SOP NUMBER	: 07. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Borrowing a Place or Space	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Serving the application for space or place borrowing 2. Selecting the applicant's activities in the context of borrowing space 3. Record activities and enter into the space or place Loan Information System that can be viewed online by the applicant/stakeholder 4. Submit approval to the Deputy Coord. General Working Group and BMN 5. Provide a room that will be used for activities	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1 Computer 2 Internet 3 Printer 4 Paper	5 Ballpoint 6 Loan Book 7 Leadership Memo
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, then the implementation of activities by the applicant/stakeholder does not go well and there is a clash of space usage schedules.		Saved as electronic and manual data	


## SOP FOR LOANING PLACE OR SPACE

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator, working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	The borrower makes a letter of application for the use of space known by the authorized official addressed to the Deputy Dean II							Stationery, Paper	10 minutes	Application for use of space	
2	Deputy Dean II makes recommendations to the Coord. Administrative Working Group for space borrowing							Give acc	10 minutes	Approval of space loan	
3	chord. The Administrative Working Group forwards the disposition/memo to the Deputy Coord. working group General and BMN							Check the condition of the room	10 minutes	Approval by the Coord. Working Group for Administration	
4	Deputy Coordinator. working group General and BMN provide memos to borrowers and determine the service officer							Prepare the space and tools used	10 minutes	Task Sharing Memo	
5	General staff and BMN note space usage on the blackboard according to the schedule according to the date of borrowing							Online loan	5 minutes	officers ready to carry out their duties	
6	Deputy Coordinator. working group General and BMN prepare the room and check the							Room readiness	30 minutes	The room is used as needed	















	facilities that will be used										
7	The borrower reports after the activity is completed							Checking the space it has been used	Maximum 5 Hours	The implementation of the activities went well	

## 8. SOP for Use of FEB UNEJ Information Center


 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 08. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Use of FEB UNEJ Information Center	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1 UU no. 20 of 2003 concerning the National Education System 2 Government Regulation No. 60 of 1999 concerning Higher Education 3 Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4 Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1 Receive information from the leadership to be delivered according to directions 2 Accelerate the delivery of information to the academic community through social media applications 3 Ready to convey information can be during working hours or outside working hours 4 Updating information on social media (Facebook, Instagram, Youtube, Website, Tik-Tok) 5 Displaying information through TV Media in the Faculty	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1 WL 2 Computer 3 Internet	
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, then the service in the need for information delivery is not optimal		Saved as electronic and manual data	

## SOP FOR USING PUSH INFO












No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Official information submitted to one of the faculty leaders		 					Stationery, HP (Whatsapp)	5 minutes	Information to submit	
2	The leader instructs the Koord. Working Group for Administration to take advantage of the Faculty's push-info media							Circular letter Via cellphone, wa, web, simfeb	5 minutes	Selection of the type of social media to be used	
3	chord. The Administrative Working Group receives information from the leadership							Prepare a letter that must be shared	10 minutes	Check Detail Information	
4	chord. The Administrative Working Group ordered push-info officers to announce through push-info media							The officer is ready for the material to be shared	10 minutes	Announcement Results Information	
5	Officers edit/simplify editorial information							Simplify information	5 minutes	Information edit	
6	The officer checks the suitability of the equipment to be used.	 						The cellphone is ready to be used for information	7 minutes	Information evaluation results	
7	Officers disseminate information to related parties through push-info media.	 						Information addressed to all FEB	5 minutes	Information spread according to purpose	
8	Officers keep information materials as documents	 						Computer / Cellphone	5 minutes	Information Archive	










## 9. SOP for the Elimination of State Property

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 09. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Elimination of State Property	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Make a list of inventory items that have been categorized as damaged/unusable 2. Perform a physical check of damaged/unusable inventory items 3. Manage the storage of damaged/unusable inventory items in the warehouse 4. Submitting the abolition of State Property to the Head Office Equipment Unit 5. Sorting out the types of damage to State Property at the Faculty	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1. WL 2. Computer 3. Internet	
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, there is a risk of accumulation of goods in the Faculty because it does not have a State Property Storage Warehouse		Saved as electronic and manual data	


## SOP FOR REMOVAL OF STATE PROPERTY

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN make a letter to the person in charge of BMN to collect data on goods that are not functioning							Stationery, Paper	10 minutes	Letter of request for deletion	
2	Deputy Coordinator. working group General and BMN coordinate with SIMAK-BMN operators to check goods							Check inventory book	2 hours	Item report not working / unusable	
3	The SIMAK-BMN operator physically collects non-functioning goods in one place							Check the condition of the BMN warehouse	4 hours	Items that don't work can be collected separately	
4	The SIMAK operator makes a recapitulation of non-functioning goods according to their type, to be submitted to the Koord. Working Group for Administration							Check data for good and damaged goods	4 hours	Items that don't work can be separated by type	
5	chord. The Administrative Working Group checks between the recapitulation and the physical goods, after which they are reported to the Deputy Dean II							Receive a report on the condition of the goods	2 weeks	Items that don't work can know the amount and the one that matches the physical	
6	Vice Dean II verifies non-working items							Ordered the BMN officer to check the list of items	1 hour	Item evaluation doesn't work	












7	Deputy Dean II instructed the Koord. Administrative Working Group to make a proposal letter to the Chancellor with a copy to the local State Auction Office						Record the number of items deleted	1 hour	Letter of Proposal for Elimination	
8	chord. Working Group for Administration with Deputy Coord. working group General and BMN make a proposal letter to the Chancellor with a copy to the local State Auction Office, for the initials of the Deputy Dean II and signed by the Dean						Proposing item deletion	3 days	Letter of Proposal for Elimination to the Chancellor of the University	
9	The letter is sent to the Chancellor with a copy to the State Auction Office						Archive of letters to the chancellor of Unej	3 days	The State Auction Office received a Proposal for the Elimination of FEB Unej	
10	chord. Working Group for Administration with Deputy Coord. working group General and BMN always monitor the Rectorate regarding the realization of inventory deletion						Monitor letters that have been sent to the Chancellor	1 week	Monitoring results and waiting for the results of the decision by the State Auction Institution Assistant Office	
11	SIMAK operator adjusts inventory data on SIMAK-BMN						Data refer to BMN adjusted after deletion	3 days	The number of BMN inventory can be known with certainty	

## 10. Household Goods Procurement SOP





 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 10. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Procurement of Household Goods	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Providing household goods for daily needs 2. Regulate the entry and exit of household supplies 3. Record the control card for the use of household supplies 4. Make a list of purchases of household consumables 5. Submit an application for an advance for the purchase of household consumables	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1. Computer 2. Printer 3. Office stationery 4. Stamp	5. Stamp 6. Office Home Appliances 7. Service fee
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, then the service to the household will be less than optimal and there is a risk of discrepancies in inventory reporting		Saved as electronic and manual data	




## HOUSEHOLD GOODS PROCUREMENT SOP

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN record household needs in the warehouse							Stationery, Paper	2 hours	Knowing the amount of inventory in the warehouse	
2	Deputy Coordinator. working group General and BMN make a recapitulation of the household needs of the Faculty							Stationery, Paper	2 hours	Determination of the household needs budget	
3	Deputy Coordinator. working group General and BMN plan expenditure needs for household needs based on a priority scale							Check the proposed list to be spent	30 minutes	Priority main needs	
4	Deputy Coordinator. working group General and BMN coordinate with the Deputy Coord. Working Group on Finance and Personnel. about the amount of budget needed							Make a list of the proposed amount of funds to be spent	1 hour	Amount of budget required	
5	Deputy Coordinator. working group General and BMN consult Koord. Working Group for Administration and Deputy Dean II regarding budget disbursement, and handing over funds to umper staff to spend							Check and calculate the household needs needed	30 minutes	Budget Disbursement	
6	General Staff and BMN spend on household needs, accompanied by notes/receipts							Stationery, Paper	2 hours	Knowing the amount of inventory in the warehouse	














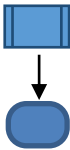
7	Deputy Coordinator. working group General and BMN make SPJ for goods shopping							Making SPJ	1 hour	SPJ submitted to finance	
8	Goods for household needs are entered in the warehouse and recorded in the book as stock items							Goods are stored in warehouse	1 hour	Control Card for control	
9	Deputy Coordinator. working group General and BMN submit shopping notes to SIMAK-Inventory operators for data on SIMAK							Inventory voucher form	1 hour	Transactions are recorded in the SIMAK - Inventory Application	
10	SIMAK operators save shopping notes as activity documents	 						The form is made into a file for orderly administration	1 hour	Notes are well kept	

## 11. Tool Loan SOP


 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 11. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Tool Loan	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Checking tools before borrowing 2. Regulate the use of tools as inventory items for activities. 3. To find out the user of the tool as the person in charge in the event of a breakdown. 4. Regulate the use of tools for the benefit of the academic community 5. Recording the process of going in and out of borrowing tools	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1. Computer 2. Internet 3. Stationary	4. Paper 5. Tool Loan Form
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, the process of getting in and out of borrowing tools cannot be carried out and there is a risk of losing goods		Saved as electronic and manual data	

## SOP LOAN TOOLS












No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator, working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	The applicant submits an application for borrowing equipment that is known by the authorized official addressed to the Deputy Dean II							Loan Form, Stationery	10 minutes	Form filling results	Loan Form, Stationery
2	Deputy Dean II provides official memos/recommendations to the Coord. Working Group for Administration							Computer, enter the online loan application	10 minutes	Borrowing acc, as needed	Computer, enter the online loan application
3	chord. The Administrative Working Group verifies and forwards the recommendation of the Vice Dean II to the Deputy Coord. working group General and BMN							Fill out the loan form	15 minutes	Loan Agreement	Fill out the loan form
4	Deputy Coordinator. working group General and BMN provide information to applicants about the equipment to be borrowed							Knowing the type and amount of goods borrowed	15 minutes	Understanding the risks and conditions of the goods to be loaned	Knowing the type and amount of goods borrowed
5	Deputy Coordinator. working group General and BMN instruct staff to provide loaned equipment along with receipts for goods and loan guarantees							Give a loan acc form	10 minutes	The goods handover form has been signed by the applicant and the lender	Give a loan acc form
6	The applicant returns it to the General staff and BMN to check the condition of the tool and return it to the storage warehouse							Check returns	10 minutes	Goods have been returned according to terms and conditions	Check returns

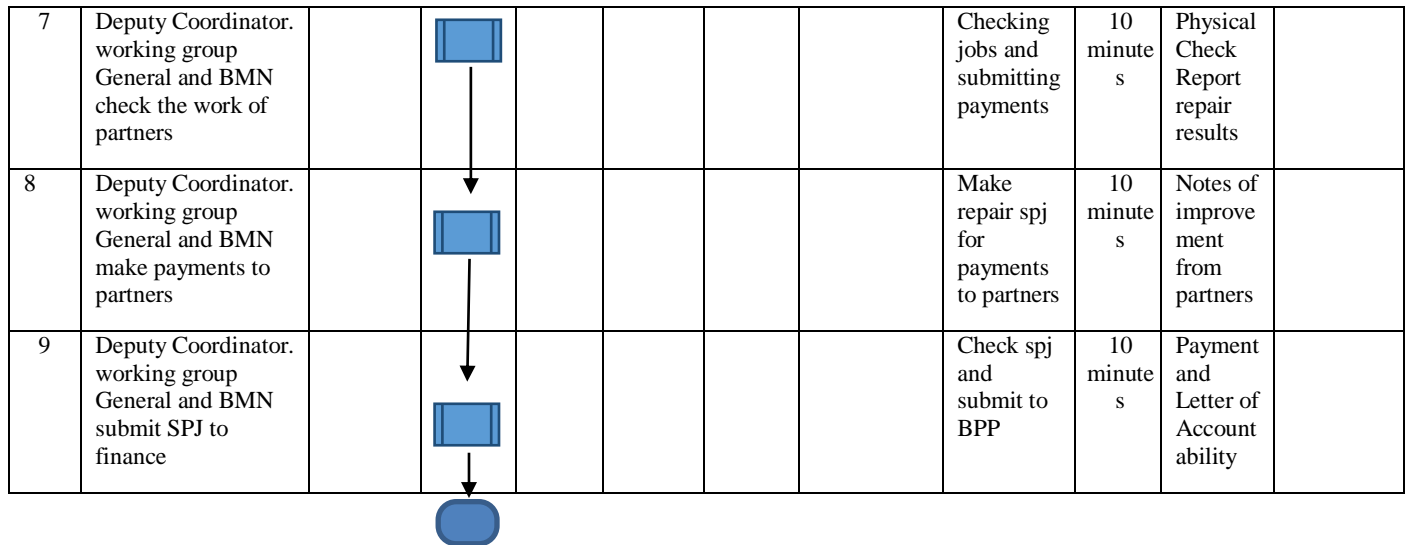
7	General Staff and BMN return the loan guarantee to the applicant							Identity as collateral	10 minutes	Returns as Guarantee and items are kept in good condition	
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## 12. SOP for Maintenance of Inventory Items

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 12. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Goods Maintenance Inventory	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Applying for repair of State Property 2. Check the physical and condition of State Property periodically 3. Submitting the number of State Property for repair 4. Applying for maintenance and repair of State Property	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1 Computer 2 Stationary 3 Printer 4 Computer Repair Tools 5 Electrical Installation Repair Tools	6 Network Installation repair tool 7 Office equipment repair tools
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, it poses a risk to the learning process at the Faculty		Saved as electronic and manual data	


## SOP FOR MAINTENANCE OF INVENTORY GOODS

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN conduct a comprehensive data collection of the goods to be repaired							Paper, Stationery	1 hour	Repair Application Form	Estimating repairs
2	Deputy Coordinator. working group General and BMN make a recapitulation of the number of inventory items to be repaired.							DBR	1 hour	The data contains the number of Items	Going around while doing a physical check
3	Deputy Coordinator. working group General and BMN consult with Koord. Working Group for Administration and Deputy Dean II regarding inventory maintenance plans							Make rcn repair damaged goods	10 minutes	Acc Submission of repairs by the Leader	
4	Deputy Dean II gave recommendations for maintenance of inventory items to the Coord. Working Group for Administration							Memo down	5 Minute	Second Vice Dean's Memo for Repair	
5	Deputy Coordinator. working group General and BMN appoint partners after first considering the partner's offer and being approved by the Coord. Working Group for Administration and Deputy Dean I							Checking partners and offers	10 minutes	Result of Partner appointment	
6	Partners carry out the work and after completion it is submitted to the Deputy Coord. working group General and BMN							Checking job evaluation results	7 Minute	State property that has been repaired	

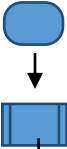
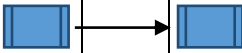

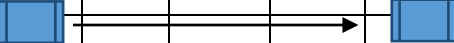


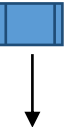









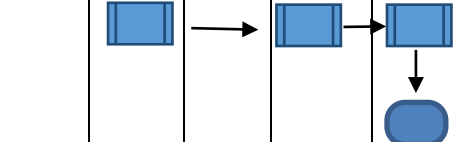


### 13. SOP for the Procurement of Goods and Services up to 50 million


 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 13. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Procurement of goods and services up to 50 million	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1. Propose the procurement of goods and services at the Faculty 2. Submit purchases of goods and services online to the University 3. Conduct an examination through From (BAST) submitted by the Faculty through LPSE 4. Archive documents for the procurement of State-Owned Goods	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1 Computer 2 Internet 3 Printer 4 Stationary	
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, the procurement process will not be optimal		Saved as electronic and manual data	

## SOP FOR PROCUREMENT OF GOODS AND SERVICES








No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN record the need for goods from the Department/section							Make a needs plan	1 hour	Procurement needs data	
2	Deputy Coordinator. working group General and BMN make a recapitulation of the Faculty's material needs, to be consulted with the Coord. Working Group for Administration and Deputy Dean II.							The steel officer enters the procurement plan	1 hour	Procurement agreement for the required goods	
3	Deputy Coordinator. working group General and BMN coordination with the Faculty procurement team for procurement of goods							Check the procurement process	1 hour	Detailed information about the items to be held	
4	The Goods procurement team coordinates with BPP regarding available funds and payments							Fund readiness	1 day	Procurement Fund planning results	
5	The University Procurement Team appoints partners to carry out procurement at the Faculty							Appointment of a partner from the University	4 days	Designated Partner	
6	Partners complete the requirements and submit RAB for the proposed goods							Partners prepare the price of goods	1 day	Submission of RAB	
7	The goods procurement team holds a price quote from the partner's RAB							Making RAB and	3 hours	Bid	

8	Partners look for goods and hand them over to the Goods Procurement Team							Item specification	2 days	Procurement goods come	
9	The procurement team checks the conformity of the goods specifications							PNB Fak Team	35min	Physical check and condition of goods	
10	The Goods Procurement Team makes Minutes of the Handover of Goods							Checked and researched BAST	10 minutes	BAST Form which has been signed by the Consignee	
11	The Goods Procurement Team makes Financial SPJ							Making SPJ	7 minutes	Financial SPJ	
12	The goods procurement team handed over the goods to the SIMAK-BMN operator							Check item condition	15 minutes	Input Procurement Items	
13	The SIMAK-BMN operator provides the codification of inventory items and submits them to the Deputy Coord. working group General and BMN							Labeling all items	2 hours	Report and Item Code	
14	SIMAK operators keep procurement notes as activity documents							Inputting to Listen to BMN	10 minutes	SP2D Archiving	
15	Deputy Coordinator. working group General and BMN consult Koord. Working Group for Administration and World War II for the distribution of goods according to the request of the Department/section							Distribution of procurement goods	3 hours	Items have been delivered in good condition	


#### 14. SOP for Inventory Item Coding

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 14. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Item Coding Inventory	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1 UU no. 20 of 2003 concerning the National Education System 2 Government Regulation No. 60 of 1999 concerning Higher Education 3 Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4 Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1 Perform inventory item coding 2 Record the existence and condition of goods in the Faculty 3 Record the flow of moving from one place to another in the Faculty	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		5 Computer 6 Internet 7 Printer 8 Stationary	
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, the inventory storage process is at risk of losing goods.		Saved as electronic and manual data	

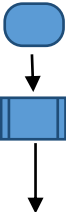
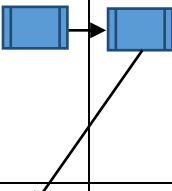
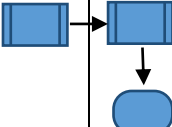
## SOP CODEVICATION OF INVENTORY GOODS

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN receive goods from the Procurement Team							Stationary	10 minutes	BAST from the receipt of goods	
2	SIMAK-BMN operators receive goods from the Faculty/University Procurement Team							Computer	10 minutes	Registration of newly arrived State Property	
3	The SIMAK-BMN operator inputs into the SIMAK-BMN application							Computer, Internet	10 minutes	State Property Database	
4	SIMAK-BMN operators classify goods according to type/specification							Computer database	1 hour	Detail Specifications according to the classification of the type of goods	
5	The SIMAK-BMN operator makes a list and determines the number/code for each item according to its specifications							Application laptop see BMN	1 day	Item code in the form of a sticker / label	
6	SIMAK-BMN operators make item code labels to be affixed to inventory items							Sticker	1 day	Stickers / Labels are attached to each item	To facilitate the process of finding goods
7	SIMAK-BMN operator updates the Room Goods List (DBR)							Updating item data	Periodic	Reports on the results of physical checks on State Property on a regular basis	


## 15. SOP for Guest Service Leaders

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 15. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Guest Service Leader	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1 UU no. 20 of 2003 concerning the National Education System 2 Government Regulation No. 60 of 1999 concerning Higher Education 3 Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4 Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1 Receiving and inquiring about the interests of guests 2 Fill out the Guestbook 3 Directing the chief guest to wait in the Lobby 4 Forward information on guest needs to the leadership 5 Directing Guests to the intended/intended Leader	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1 Guest Book 2 Stationary 3 Computer 4 Printer	
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, then the Guest service process at the Faculty is not optimal.		Saved as electronic and manual data	

## GUEST SERVICE SOP LEADERS








No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Guests approach the lobby room to ask the officer for the whereabouts of the leader							Stationary	5 minutes	Information to Guests	
2	Guests fill in the guest book about their needs							Guest Book	10 minutes	Guestbook filling data, Guest Identity	
3	Guests are welcome to enter the designated leadership room according to the queue							Leaders ready to meet	15 minutes	Guests meet the intended Leader	

## 16. SOP for Faculty Environmental Security Regulations

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 16. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Security Settings Faculty Environment	
<b>LEGAL BASIS</b>		<b>EXECUTIVE QUALIFICATIONS:</b>	
1 UU no. 20 of 2003 concerning the National Education System 2 Government Regulation No. 60 of 1999 concerning Higher Education 3 Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4 Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember		1 Taking care of the Security Post 2 Supervise via CCTV 3 Take action according to field conditions	
<b>LINKAGES</b>		<b>EQUIPMENT GEAR</b>	
		1 Communication tool 2 CCTV 3 Safety equipment	
<b>WARNING</b>		<b>RECORDING AND COLLECTION</b>	
If this SOP is not implemented, then the sense of security and the situation is not well controlled.		Saved as electronic and manual data	




## FACULTY ENVIRONMENTAL SECURITY SETUP SOP






No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN determine the schedule of security officers							Computer	10 minutes	Security officer schedule	
2	Security officers report guard activities							Mobile (whatsapp)	5 minutes	Maintenance report	
3	Deputy Coordinator. working group General and BMN examine the results of the report and coordinate with the Deputy Dean II and the Coord. Working Group for Administration							Check the situation via CCTV	10 minutes	Coordination result report	
4	Deputy Coordinator. working group General and BMN carry out the results of coordination and apply according to the leadership's direction							Officers are required to go around FEB unej	30 minutes	Security evaluation conditions	
5	Security officers carry out according to the leadership's direction to hand over pickets for each change by reporting							Handover of picket change		Reporting conditions when changing the Faculty Security picket	



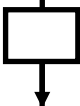

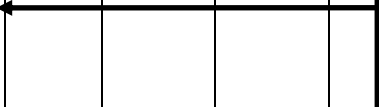
### III. SOP for Finance and Personnel

#### 1. SOP for Submission of LS Honorarium Budget


 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p> <p><b>FACULTY OF ECONOMICS AND</b></p>	SOP number	: KEU.5
	Manufacture Date	: January 4, 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadiah, M.Si. NIP 196610201990022001
SOP name		: Submission of LS Honorarium Budget
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Minister of Finance Regulation Number 119/PMK.02/2020 concerning Standard Input Fees for Fiscal Year 2021</li> <li>2. Decree of the Minister of Finance Number: 115/KMK.06/2001 dated March 7, 2001 concerning Procedures for the Use of Non-Tax State Revenue (PNBP) at State Universities;</li> <li>3. Regulation of the Chancellor of the University of Jember Number 3 of 2021 concerning Standard Fees for the University of Jember for the 2021 Fiscal Year</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making the Honorarium Acceptance List</li> <li>3. Understand the procedure for making a LS Payment Application Letter (SPP)</li> <li>4. Understand the main tasks and functions of the work unit</li> <li>5. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
<ol style="list-style-type: none"> <li>1. Honorarium Payment SOP</li> <li>2. SOP for Proposing Assignment Letters, Decision Letters and Official Travel Letters</li> </ol>		<ol style="list-style-type: none"> <li>11 Computer (CPU/Data Processor) and Printer</li> <li>12 Internet Network</li> <li>13 Storage Media/Flash Drive</li> <li>14 Office stationery</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, the payment of honorarium will be hampered.		Saved as electronic and manual data

## HONORARIUM PAYMENTS IN THE FINANCIAL SECTION OF THE FACULTY OF ECONOMICS AND BUSINESS UNEJ


No	Activity	Executor						Raw Quality			Note.
		Keu staff.	BPP	Wakord. Keu. & Kepeg.	Coord of the Administrative Working Group	Vice Dean II	Dean	Completeness	Time	Output	
1	Receive the Dean's Decree/Dean of Assignment from the Applicant (Department/Prodi/Subsection) which is then given to the Finance Staff to make a list of honorarium receipts							Decree/Dean's Letter of Assignment	5 minutes		
2	Make a list of honorarium receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, Request for Payment (SPP) of LS honorarium based on SK/Letter of Assignment from BPP							Dean's Decree / Letter of Assignment	20 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, LS Payment Application Letter (SPP)	
3	Checking the suitability of the list of honorarium receipts with the Unej SBU, checking the details of the LS funding request, if it is appropriate then signed and then handed over to the Wakoord. Pokja Finance and Personnel to be verified							Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Fund Request, LS Payment Application Letter (SPP)	10 minutes	Draft Honorarium Receipt List, Details of signed LS Fund Request	
4	Verify and initialize the Honorarium Receipt List, Application Letter for LS Fund Disbursement, LS Fund Request Details, The LS Payment Application Letter (SPP) is then submitted to the Koord. Working Group for Administration							Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Fund Request, Signed LS Payment Application Letter (SPP)	10 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, Letter of Application for Payment (SPP) LS initiated	
5	Verify and initialize the Honorarium Receipt List, LS Fund Request Details, LS Payment Application Letter (SPP), and sign the LS Fund Disbursement							Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds,	10 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, Letter of	

	Application Letter then submitted to the Deputy Dean II						Details of LS Fund Request, Letter of Application for Payment (SPP) LS initiated		Application for Payment (SPP) LS initiated and signed	
6	Verify and initialize the Honorarium Receipt List, LS Fund Disbursement Application Letter, LS Fund Request Details, The LS Payment Application Letter (SPP) is then submitted by the Dean						Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Fund Request, Letter of Application for Payment (SPP) LS initiated	10 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, Letter of Application for Payment (SPP) LS initiated	
7	Verify and sign the Honorarium Receipt List, Application for LS Fund Disbursement, LS Fund Request Details, The LS Payment Application Letter (SPP) is then handed back to the Finance Staff						Dean's Decree / Letter of Assignment, Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Fund Request, Letter of Application for Payment (SPP) LS initiated	10 minutes	Draft List of Honorarium Receipts, Application for Disbursement of LS Funds, Details of LS Funds Request, LS Payment Application Letter (SPP) signed	
8	Stamp, archive and send the application for payment of LS honorarium to the Head Office						Dean's Decree / Letter of Assignment, List of Honorarium Receipts, Request for Disbursement of LS Funds, Details of LS Fund Request, LS Payment Application Letter (SPP) signed	15 minutes	List of Honorarium Receipts, Application Letter for LS Fund Disbursement, Details of LS Fund Request, LS Payment Application Letter (SPP) signed	

## 2. SOP for Procurement/Maintenance LS Budget Submission

 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p> <p><b>FACULTY OF ECONOMICS AND BUSINESS</b></p>	SOP number	: KEU.6
	Manufacture Date	: January 4, 2021
	Revision Date	: -
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember   Prof. Dr. Isti Fadiah, M.Si. NIP 196610201990022001
	SOP name	: Procurement/Maintenance LS Budget Submission
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Minister of Finance Regulation Number 119/PMK.02/2020 concerning Standard Input Fees for Fiscal Year 2021</li> <li>2. Decree of the Minister of Finance Number: 115/KMK.06/2001 dated March 7, 2001 concerning Procedures for the Use of Non-Tax State Revenue (PNBP) at State Universities;</li> <li>3. Regulation of the Chancellor of the University of Jember Number 3 of 2021 concerning Standard Fees for the University of Jember for the 2021 Fiscal Year</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making Work Orders (SPK), Minutes of Handover (BAST)</li> <li>3. Understand the procedure for making a Payment Application Letter (SPP)</li> <li>4. Understand the main tasks and functions of the work unit</li> <li>5. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
		<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, the payment of the Procurement/Maintenance LS will be hampered.		Saved as electronic and manual data

**PROCUREMENT/MAINTENANCE OF THE LS BUDGET PROCUREMENT/MAINTENANCE FACULTY OF ECONOMICS AND BUSINESS  
UNEJ**


No	Activity	Executor					Raw Quality			Note.
		Keu staff.	Wakord. Keu. & Kepeg.	Coord of the Administrative Working Group	Wadek II	Dean	Completeness	Time	Output	
1.	Receive and Check Completeness of LS Procurement/Maintenance Files with Third Parties (Partners) from the General & Equipment Subdivision then Make Work Orders (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Request Letter (SPP) for further submission to Wakoord. Finance and Personnel Working Group to be verified and initialed		No				Profile, TDP, SIUP, NPWP, Active Company Account Number, Letter of Offer and Application for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Planning Section of the Head Office	25 minutes	Draft of Work Order (SPK), Minutes of Handover (BAST) and its attachments, Request for Disbursement of LS Partner Funds, Request for Payment (SPP) LS	
2.	Verify and Initialize Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Application Letter (SPP)		Yes	No			Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Draft Work Order (SPK), Minutes Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, Request for Payment (SPP) LS	10 minutes	Draft Work Order (SPK), Minutes of Handover (BAST) and its attachments, Request for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) of LS initialed	
3.	Verify and Initialize Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Application Letter (SPP)			No			Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Draft Work Order (SPK), Minutes Handover (BAST) and its attachments, Application Letter for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP)	10 minutes	Draft Work Order (SPK), Minutes of Handover (BAST) and its attachments, Request for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) of LS initialed	

							initialed by LS			
4	Verify and Initialize Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Application Letter (SPP)						Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Draft Work Order (SPK), Minutes Handover (BAST) and its attachments, Application Letter for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) initialed by LS	10 minutes	Draft Work Order (SPK), Minutes of Handover (BAST) and its attachments, Request for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) of LS initialed	
5	Verify and Sign a Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, LS Payment Application Letter (SPP)						Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Draft Work Order (SPK), Minutes Handover (BAST) and its attachments, Application Letter for Disbursement of Funds from Partner LS, Letter of Application for Payment (SPP) initialed by LS	10 minutes	Draft Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, signed LS Payment Application Letter (SPP)	
6	Stamp, archive and send the application for payment of LS honorarium to the Head Office						Profile, TDP, SIUP, NPWP, Active Company Account Number, Offer Letter and Request for Payment/Invoice from Partners, Terms of Reference (KAK), HPS that has been approved by the Head Office Planning Section, Work Order (SPK), Minutes of Delivery Receive (BAST) and its attachments, Application Letter for Disbursement of LS Partner's Funds, Letter of Application for Payment (SPP) signed LS	10 minutes	Work Order (SPK), Minutes of Handover (BAST) and its attachments, Application Letter for Disbursement of LS Partner Funds, signed LS Payment Application Letter (SPP)	















### 3. Honorarium Payment SOP


 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p> <p><b>FACULTY OF ECONOMICS AND</b></p>	SOP number	: KEU.3
	Manufacture Date	: January 4, 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: Payment of Honorarium
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Minister of Finance Regulation Number 119/PMK.02/2020 concerning Standard Input Fees for Fiscal Year 2021</li> <li>2. Decree of the Minister of Finance Number: 115/KMK.06/2001 dated March 7, 2001 concerning Procedures for the Use of Non-Tax State Revenue (PNBP) at State Universities;</li> <li>3. Regulation of the Chancellor of the University of Jember Number 3 of 2021 concerning Standard Fees for the University of Jember for the 2021 Fiscal Year</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making the Honorarium Acceptance List</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
<ol style="list-style-type: none"> <li>1 SOP for Proposals for Letters of Assignment, Decision Letters, and Official Travel Letters</li> </ol>		<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/flash disk</li> <li>4. Office stationery</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, the payment of honorarium will be hampered.		Saved as electronic and manual data

**HONORARIUM PAYMENTS IN THE FINANCIAL SECTION OF THE FACULTY OF ECONOMICS AND BUSINESS UNEJ**





No	Activity	Executor						Raw Quality			Note.
		Keu staff.	BPP	Wakord. Keu. & Kepeg.	Coord of the Administrative Working Group	Wadek II	Dean	Completeness	Time	Output	
1	Receive a Decree/Dean of Assignment Letter from the Applicant (Department/Prodi/Subdivision) and give it to the Finance Staff to make a list of honorarium receipts							Decree/Dean's Letter of Assignment	5 minutes		
2	Make a list of honorarium receipts based on SK / Letter of Assignment							Dean's Decree / Letter of Assignment	15 minutes	Draft Honorarium Acceptance List	
3	Checking the suitability of the list of honorarium receipts with the Unej SBU, if it is appropriate then it is signed and then submitted to the Deputy Coordinator. Pokja Finance and Personnel to be verified							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Draft List of Signed Honorarium Receipts	
4	Verify and initialize the list of honorarium receipts which are then submitted to the Koord. Working Group for Administration							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Draft Honorarium Receipt List that has been verified and initialed	
5	Verify and initialize the list of honorarium receipts which are then submitted to the Deputy Dean II							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Draft Honorarium Receipt List that has been verified and initialed	
6	Verify and approve the list of honorarium receipts which are then submitted by the Dean							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Draft Honorarium Receipt List that has been verified and initialed	
7	Verify and sign the list of honorarium receipts which are then handed back to BPP							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List	10 minutes	Verified and signed Honorarium Receipt List	
8	BPP disburses funds according to the list of honorarium receipts and submit to KDP staff for distribution							Dean's Decree / Letter of Assignment, Draft Honorarium Acceptance List,	10 minutes	Verified and signed Honorarium Receipt List	
9	KDP staff distributes paid honoraria							Honorarium Receipt List,	10 minutes	Verified and	

								Dean's Decree / Assignment Letter	s	signed Honorary Receipt List	
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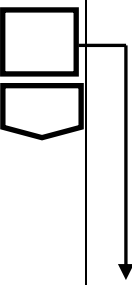
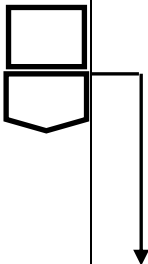
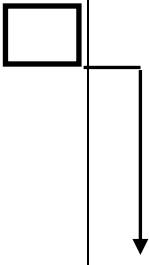



#### 4. SOP for Management of Periodic Salary Increase

 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.03
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: Management of Periodic Salary Increase
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>3. Government Regulation number 7 of 1977 in conjunction with PP number 11 of 2011 concerning the Civil Servant Salary Regulation;.</li> <li>4. Government regulation number 15 of 2019 dated March 13, 2019 regarding the Adjustment of the Basic Salary of Civil Servants;</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making letters</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
		<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Odner where to save files</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, there will be a delay in periodic salary increases		Saved as electronic and manual data

# MANAGEMENT OF PERIODIC SALARY INCREASE.

NO	Activity	Executor							Raw Quality			Inform ation
		Staffi ng	The civil serva nt conc erned	Wakor d. Pokja Keu & Kepeg.	chor d. Poka TU	Vice Dean II	Dean	Trea surer Salar y	Completen ess	Time	Outpu t	
1	(staffing) register employees (PNS) who meet the requirements to be proposed to receive periodic salary increases based on a 2-year working period from the appointment of CPNS and inform the person concerned to complete the requirements									10 minu tes	Emple yee data	
2	(the civil servant concerned) completes the requirements								- SK CPNS (if from the beginnin g) - SK last rank / SK last periodic salary increase (if the process continues )	10 minu tes		
3	(staffing) draft a letter of periodic salary increase which is then submitted to the representative. chord. Pokja keu.&kepeg. To initial								- SK CPNS (if from the beginnin g) - SK last rank / SK last periodic salary increase (if the process	30 minu tes	Draft letter of period ic salary increa se	



									continues )			
4	(Deputy Coordinator of Finance and Kepeg.) Initial draft of cover letter for Periodic salary increase and forward it to Pokja TU Coordinator								Draft letter of periodic salary increase	30 minutes	initial ed draft of period ic salary increa se letter	
5	(Coordinator of Pokja TU) Initial draft of cover letter Periodic salary increase and forward it to the Deputy Dean								Draft letter of periodic salary increase	15 minutes	initial ed draft of period ic salary increa se letter	
6	(Vice Dean II) Initial draft of cover letter Periodic salary increase and forward it to the Dean								Draft letter of periodic salary increase	30 minutes	initial ed draft of period ic salary increa se letter	
7	(Dean) Draft of cover letter Periodic salary increase is signed								Draft letter of periodic salary increase	30 minutes	a signed letter of period ic salary increa se	
8	(Employment) Receiving a draft letter of periodic salary increase that has been signed by the Dean, stamped and scanned for filing and sending to the person concerned and the treasurer of the Head Office Salary									10 minutes	Letter of Period ic Salary Increa se	

9	(The person concerned) received a salary increase letter								Periodic salary increase letter	10 minutes	Letter of Periodic Salary Increase	
10	(Salary Treasurer) received a salary increase letter								Periodic salary increase letter	10 minutes	Periodic Salary Increase Letter	Salary automatically changes in the following month

## 5. SOP for Management of Educational Personnel Promotion


 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.1
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: Management of Educational Personnel Promotion
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>3. Government Regulation No. 13 of 2002 concerning Amendments to PP RI No. 99 of 2000 concerning Promotion of Civil Servants;</li> <li>4. Government regulation number 15 of 2019 dated March 13, 2019 regarding the Adjustment of the Basic Salary of Civil Servants;</li> <li>5. Government regulation number 53 of 2010 concerning Civil Servant Discipline;</li> <li>6. Government regulation number 30 of 2019 concerning the Assessment of PNS work performance.</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedures for managing the promotion of education staff</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
		<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Scanner Tool.</li> <li>6. Odner File saver</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, the promotion cannot be processed.		Saved as electronic and manual data




# MANAGEMENT OF EDUCATIONAL PERFORMANCE UPGRADE

NO	Activity	Executor						Raw Quality			Information
		The civil servant concerned	Staffing	Deputy Coordinator. Pokja Keu & Kepeg.	chord . Administration Center	Vice Dean II	Dean	Completeness	Time	Output	
1.	(employment) Lists the education staff who will be promoted from the database 3 months before the TMT (starting from the date) the proposal for promotion of the administrative staff, and informs the person concerned to request the completeness file from the person concerned.							- Notification letter from Univ. Jember	30 Minute	- Employee data - Notification letter to the person concerned	
2	(the civil servant concerned) completes the file and submits it to the staffing staff to be legalized							- Employee Card; - NIP conversion; - SK CPNS, SK PNS, SK last promotion; - Certificate of passing the Tk.I service exam (if the proposal for promotion from goal. II/d) - Letter of technical approval from the head of BKN regarding the addition of academic degrees. - The last certified	2 days	File	Legalized by Vice Dean II


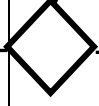


								diploma and transcript by the authorized official. - Minimum B study program accreditation certificate at the pass level; - SKP for the last 2 years.			
3	(Employment) Make a cover letter for the proposal for a regular promotion to be initiated by the deputy coordinator. Finance & Personnel Working Group								15 minute	- Legalized files - Draft cover letter for submission of proposals for promotion of educational staff	
4	(Deputy Coordinator of Finance and Kepeg.) Initialize the cover letter of the regular promotion proposal and forward it to the TU Pokja Coordinator							Draft of cover letter for submitting proposals for promotion of education staff	15 minutes	Draft cover letter for submission of proposal for promotion of education staff initiated	
5	(Coordinator of Pokja TU) initialed the draft cover letter for the proposed promotion to the regular rank of civil servants and forwarded to the Deputy Dean II							Draft of cover letter for submitting proposals for promotion of education staff	15 minutes	Draft cover letter for submission of proposal for promotion of education staff initialed	
6	(Vice Dean II) Initial draft of cover letter proposal for regular promotion of civil servants and forward it to the Dean							Draft of cover letter for submission of proposal for promotion of the highest level of education staff	15 minutes	Draft of cover letter for submission of proposal for promotion of civil education staff initialed	
7	(Dean) Signs the draft cover letter for the proposed							Draft of cover letter for submission of	15 minutes	Cover letter for submitting	






	promotion to the regular rank of civil servants and submits it to the Personnel Section							proposal for promotion of the highest level of education staff		a proposal for promotion of education staff, signed by the Dean	
8	(personnel) receive a draft cover letter for the proposed promotion from the Dean which has been signed to be stamped, and scanned as well as send a cover letter for the proposed promotion to regular civil servants by attaching soft copies and hard copies of documents to the University of Jember (Chancellor, Vice Chancellor II and Head Office Staffing) for further processing as well as filing.									Cover letter for the proposal for promotion of educational staff along with the files and soft copies.	


## 6. SOP for Submission of Employee Transfer Proposal

 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.14
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: Submission of employee transfer proposal
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ul style="list-style-type: none"> <li>4. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>5. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia number 34 of 2018 concerning Class Positions at the University of Jember;</li> <li>6. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>7. Government Regulation Number 94 of 2021 concerning Civil Servant Discipline;</li> <li>8. Circular of the Chancellor Number 3705/UN25/KP/2021 concerning the Internal Mutation Mechanism for Education Personnel at the University of Jember.</li> </ul>	<ul style="list-style-type: none"> <li>4. Has simple data processing capabilities</li> <li>5. Understand the procedure for making a letter of recommendation for rotation/transfer of educational staff internally</li> <li>6. Understand the main tasks and functions of the work unit</li> <li>7. Understanding the Work Unit Position Map</li> <li>8. Understand the applicable rules and regulations</li> </ul>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ul style="list-style-type: none"> <li>15 Computer (CPU/Data Processor) and Printer</li> <li>16 Internet Network</li> <li>17 Storage Media/Flash Drive</li> <li>18 Office stationery</li> <li>19 Position Map</li> <li>20 Disposition sheet</li> <li>21 Odner where to save files</li> </ul>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, then the employee transfer proposal cannot be processed.	Saved as electronic and manual data	


## SUBSCRIPTION OF EMPLOYEE MUTATIONS

No	Activity	Executor							Raw Quality			Information
		Director supervisor	Faculty Leader	Dean	Vice Dean II	Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Personnel department	Completeness	Time	Output	
1	(Direct supervisor) coordinates position conditions in his/her unit to be submitted to the leadership meeting level								Job map, job description, Employee data	1 day	Results of employee needs analysis	
2	(Leadership) conducts a confidential meeting and decides the name of the proposed staff according to the needs of the position based on the job map								Position Map Employee Needs Analyst, employee data	1 day	Meeting results	The leadership consists of the Dean, Coord. Pokja TU, all Deputy Coords. working group.
3	(Vice Dean II) Make a disposition to the TU Pokja Coordinator to make a cover letter for proposing the names of staff who will occupy new positions according to the agreement of the results of the meeting between the Leaders								Disposition and previous file	1 day	Disposition	
	(Pokja TU coordinator) makes a disposition to the								Disposition of vice dean II as		Disposition	

	Deputy Coord. Pokja keu &Kepeg to be forwarded to staffing staff								well as former			
4	(Employment) Draft a cover letter for submitting a transfer proposal addressed to the Chancellor and Headquarters Personnel by requesting the initials of the Deputy Finance Coordinator. and Kepeg.								Dispositio n of the Chord. Working Group TU and previous files	1 hou r	Draft cover letter for submitt ing a mutatio n proposa l	
5	(Vice Coord. Pokja Keu. and Kepeg.) Initialize the draft cover letter for the transfer proposal and forward it to the TU Pokja Coordinator								Draft cover letter along with the completen ess of the file for submitting a mutation proposal	60 min utes	Draft cover letter for submitt ing the initializ ed mutatio n proposa l	
6	(Coordinator of Pokja TU) initials of the draft cover letter for submitting the mutation proposal and forwarding it to the Deputy Dean II								Draft cover letter along with the completen ess of the initialized mutation proposal submissio n file	30 min utes	Draft cover letter for submitt ing the initializ ed mutatio n proposa l	
7	(Vice Dean II) Initials of the draft cover letter for the transfer proposal and forward it to the Dean								Draft cover letter along with the completen ess of the initialized mutation proposal submissio n file	30 min utes	Draft cover letter for submitt ing the initializ ed mutatio n proposa l	
8	(Dean) Signs the								Draft	30	A signed	














	draft cover letter for the transfer proposal and submits it to the Personnel Section								cover letter for submitting the initialized mutation proposal	minutes	cover letter for submitting a transfer proposal	
9	(employment) receive a draft cover letter for submitting a mutation proposal from the dean to be stamped, scanned and archived and Send a cover letter for submitting a mutation proposal along with hardcopy and softcopy files as supporting documents to the University of Jember (Chancellor, Vice Chancellor II and Central Office Personnel) for further processing									30 minutes	Cover letter for submission of transfer proposal	Furthermore, the process is at the University of Jember and waiting for the Decree of the Chancellor of the University of Jember



## 7. SOP for Submission of Extraordinary Lecturers

 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.12
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: Submission of Extraordinary Lecturers
<b>LEGAL BASIS:</b>	<b>EXECUTIVE QUALIFICATIONS:</b>	
<ol style="list-style-type: none"> <li>1. Law Number 13 of 2003 concerning Manpower;</li> <li>2. Government Regulation Number 3/M/2021 of 2021 concerning Key Performance Indicators of State Universities and Higher Education Service Institutions at the Ministry of Education and Culture;</li> <li>3. Rector's Circular number 2229/UN25/KP/2021 concerning the Mechanism for Appointing Extraordinary Lecturers at the University of Jember.</li> </ol>	<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for submitting extraordinary lecturers</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>	
<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>	
	<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Disposition sheet</li> <li>6. Odner where to save files</li> </ol>	
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>	
If this SOP is not implemented, it cannot be processed further	Saved as electronic and manual data	




## SUBMISSION OF LECTURERS






No	Activity	Executor						Raw Quality			Information
		Applicant	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Pokja Keu. & Kepeg	Staffing	Completeness	Time	Output	
1	(Applicant) submits a job application as an Extraordinary Lecturer to the Dean							Application for a job as a lecturer at LB		Application letter	
2	(Dean) gives disposition/memo to Vice Dean II and staffing to process application to Chancellor of Jember University	no 		yes 					10 minutes	disposition	
3	(Vice Dean II) Make a disposition to the Deputy Coord. Pokja Keu & Kepeg. to make a cover letter for submission as an Extraordinary Lecturer							Disposition and previous file	10 minutes	Disposition	
4	(Employment) Drafting a cover letter for the submission of an extraordinary lecturer to be initiated by the Deputy Finance Coordinator. and Kepeg.							Draft cover letter for submission as LB Lecturer	1 hour	Draft of LB lecturer submission letter along with the applicant's file	
5	(Deputy Coordinator of Finance and Kepeg.) Initialize the cover letter for the LB lecturer submission and forward it to the TU Pokja Coordinator							Draft cover letter for submission as LB Lecturer	15 minutes	Draft cover letter for LB lecturer submission initialed	
6	(Coordinator of Pokja TU) initials of the draft cover letter for the submission of the LB lecturer and forward it to the Deputy Dean II							Draft cover letter for the most recent LB lecturer submission	15 minutes	Draft cover letter for LB lecturer submission initialed	
7	(Vice Dean II) Initial draft of cover letter							Draft cover letter for LB	15 minutes	Draft cover letter for	

	for LB lecturer submission and forward it to the Dean							lecturer submission initialed	es	LB lecturer submission initialed	
8	(Dean) Signs a draft cover letter for the submission of the LB lecturer and submits it to the Personnel Section							Draft cover letter for LB lecturer submission initialed	15 minutes	A signed cover letter for LB lecturer submission	
9	(Employment Section) Sending a cover letter for LB lecturer submissions along with supporting files to the University of Jember (Chancellor, Vice Chancellor II and Headquarters Personnel) for further processing as well as filing.								15 minutes	Cover letter for LB lecturer submission	Furthermore, the process is at the University of Jember and waiting for the Decree of the Chancellor of the University of Jember

## 8. SOP for Submitting a Retirement Due to Death

 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.7
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: Application for Retirement Due to Death
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. UU no. 11 of 1969, concerning employee pensions and pensions for civil servants' widows/widowers;</li> <li>2. UU no. 8 of 1974 Jo. UU no. 43 of 1999, concerning the main points of employment;</li> <li>3. PP No. 32 of 1979, concerning the dismissal of civil servants;</li> <li>4. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>5. PP number 9 of 2003 concerning the Authority for the Appointment, Transfer and Dismissal of Civil Servants;</li> <li>6. Regulation of the Head of BKN Number 3 of 2008 concerning Technical Guidelines for the Implementation of Government Regulation Number 14 of 2008 concerning Determination of the Principal Pension for Civil Servants and their Widows.</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for Applying for Pensions Due to Death</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
		<ol style="list-style-type: none"> <li>1 Computer (CPU/Data Processor) and Printer</li> <li>2 Internet Network</li> <li>3 Storage Media/Flash Drive</li> <li>4 Office stationery</li> <li>5 Scanner Tool</li> <li>6 Odner where to save files</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, there will be a delay in the Widow/Widower Pension Decree		Saved as electronic and manual data


## APPLICATION FOR RETIREMENT DUE TO DEATH

No	Activity	Executor							Raw Quality			Information
		Heir	Staffing	Deputy Coordinator. Pokja Keu. and Kepeg.	chord. TU Working Group	Vice Dean II	Dean	Treasurer Salary	Completeness	Time	Output	
1	[Heirs] provide a death certificate to the staff								Death certificate	10 minutes	Legaliser Certificate of Widow/widower from the kelurahan	From the village / hospital where the deceased died
2	(Employment) inform the heirs of the requirements regarding the proposal for a pension due to death and make a file that must be signed by the heir and the village where the deceased lives.								<ul style="list-style-type: none"> <li>- DPCP</li> <li>- SP-4B-SPTB</li> <li>- List of Family Composition</li> <li>- Widow/Widower Retirement Statement Letter</li> <li>- Affidavit of never being sentenced to discipline</li> <li>- The statement letter is not currently undergoing a prison sentence process based on a court decision.</li> </ul>	1 day	file	All files are sent to the heirs for follow-up.
3	(Heirs) send back the processed file and attach the requirements for the proposal for a pension due to death according to information from the staff								<ul style="list-style-type: none"> <li>- 7 (seven) pieces of colored heirs' 3x4 photographs;</li> <li>- Photocopy of the latest ID card;</li> <li>- Photocopy of Family Card;</li> <li>- Photocopy of Marriage Certificate (legalized by KUA);</li> </ul>	1 week	The file has been signed by the person concerned and from the Kelurahan .	
4	(Employment) prepare the data of the deceased to be legalized Vice dean II								<ul style="list-style-type: none"> <li>- Photocopy of SK. civil servant. SK PNS, SK Last Rank;</li> <li>- Last Periodic Salary;</li> <li>- Photocopy of Karpeg, Karis,</li> </ul>	1 week	File	





									Taspen; - Photocopy of SKP (last 2 years); - Photocopy of New Nip Conversion;			
5	(deputy dean II) Sign the legalized file of the deceased									30 minut es	Legalize the file signed	The file is submitt ed to the personnel departm ent
6	(employment) receives documents that have been legalized from the vice dean II and drafts a letter proposing a Widow/Widower Pension and sends it to the Deputy Coord. Pokja Keu/Kepeg to be initialed.								draft of proposal letter for widow/widower pension		the initialed draft of the Widow/W idower Pension proposal letter	
7	(Deputy Coordinator of Finance and Kepeg.) Initialize the draft of the proposal letter for widows/widowers and forward it to the TU Pokja Coordinator								draft of proposal letter for widow/widower pension	2 hours	the initialed draft of the Widow/W idower Pension proposal letter	
8	(Coordinator of Pokja TU) Initialize the draft of the proposal letter for Widow/Widower Pension and forward it to the Deputy Dean II								draft of proposal letter for widow/widower pension	2 hours	the initialed draft of the Widow/W idower Pension proposal letter	
9	(Vice Dean II) Initialize the draft of the Widow/Widower Pension proposal letter and forward it to the Dean								draft of proposal letter for widow/widower pension	2 hours	draft of retirement proposal letter Initialed Widow/W idower	
10	(Dean) Signs the draft of the Widow/Widower Pension proposal letter and submits it to the Personnel Section								draft of proposal letter for widow/widower pension	30 minut es	A signed draft of the Widow/W idower Pension proposal letter	All files are signed by the Dean
11	(Employment) receives a draft of the Widow/Widower Pension proposal									15 minut es	-cover letter - Files/docu	Further more, the process

	letter, stamps and scans all documents to be sent to the University of Jember (Rector, Vice Chancellor II and Head Office Personnel) for further processing as well as archiving.										ments in soft and hard copies	is at the University of Jember
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## 9. SOP for Submission of Civil Servant Retirement

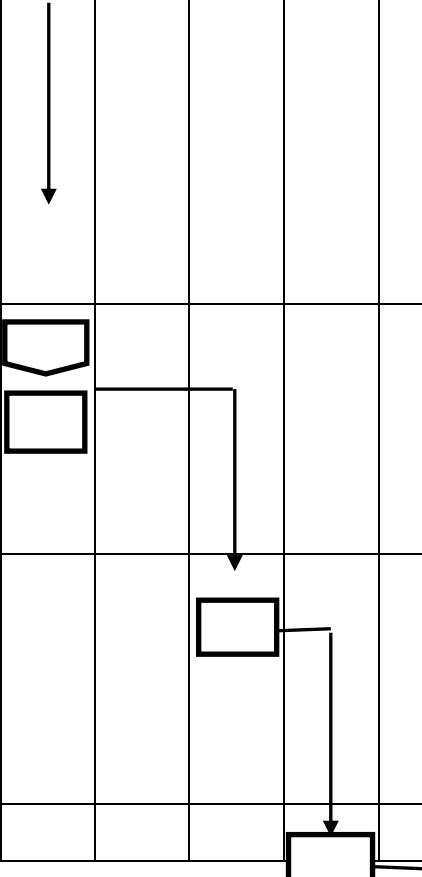
 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.6
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: Application for Civil Servant Pension
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. UU no. 11 of 1969, concerning employee pensions and pensions for civil servants' widows/widowers;</li> <li>2. UU no. 8 of 1974 Jo. UU no. 43 of 1999, concerning the main points of employment;</li> <li>3. PP No. 32 of 1979, concerning the dismissal of civil servants;</li> <li>4. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>5. PP number 9 of 2003 concerning the Authority for the Appointment, Transfer and Dismissal of Civil Servants;</li> <li>6. Regulation of the Head of BKN Number 3 of 2008 concerning Technical Guidelines for the Implementation of Government Regulation Number 14 of 2008 concerning Determination of the Principal Pension for Civil Servants and their Widows.</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities;</li> <li>2. Understand the procedure for applying for a Civil Servant's pension;</li> <li>3. Understand the main tasks and functions of the work unit;</li> <li>4. Understand the applicable rules and regulations.</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
		<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Scanner Tool</li> <li>6. Odner where to save files</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, there will be a delay in the retirement decree		Saved as electronic and manual data

# APPLICATION FOR CIVIL SERVICE RETIREMENT

No	Activity	Executor							Raw Quality			Information
		Personnel department	Applicant	Deputy Coordinator. Pokja Keu. and Kepeg.	chord. Working Group for Administration	Vice Dean II	Dean	Treasurer Salary	Completeness	Time	Output	
1	[Employment] Draft an outgoing letter regarding Notification of Reaching the Retirement Age Limit to be initialed by the Deputy. choir. Pokja Keu & Kepeg.)									10 minutes	Draft Notification Letter for reaching the retirement age limit	Intended to the person concerned sent 1 year before entering retirement,
2	(Deputy Coordinator of Finance and Kepeg.) Initialing the draft notification letter for having reached the retirement age limit forwarding it to the TU Pokja Coordinator								Draft cover letter Notice of having reached the retirement age limit	10 minutes	Draft cover letter Notice of having reached the retirement age limit initialized	
3	(Coordinator of Pokja TU) Initial of the draft notification letter for having reached the retirement age limit and forwarding it to the Deputy Dean II								Draft cover letter Notice of having reached the retirement age limit	10 minutes	Draft cover letter Notice of having reached the retirement age limit	
4	(Vice Dean II) Initial draft notification letter for having reached the retirement age limit and forwarding it to the Dean								Draft cover letter Notice of having reached the retirement age limit	10 minutes	Draft cover letter Notice of having reached the retirement age limit initialized	




											d	
5	(Dean) the draft Notification for Reaching Retirement Age is signed								Draft cover letter Notice of having reached the retirement age limit	10 minutes	Draft cover letter Notice of having reached the retirement age limit signed	
6	(staffing) - receive a draft of notification cover letter because it has reached the signed retirement age limit, to be stamped and sent to the civil servant concerned. - create applicant data  All files are submitted/sent to the applicant								1. List of Family Structures (approved by the Camat); 2. Individual Data of Pension Recipients (DPCPP); 3. Civil Servant Retirement Request Letter; 4. First Pension Payment Request Letter; 5. Statement Letter Not Undergoing Criminal Process; 6. Statement Letter Never Sentenced to Discipline;	2 hours	- Cover letter of notification for having reached the retirement age limit - file	
7	(applicant) - receive a file from the employee to be signed by the								1. Photocopy of SK. Capeng. SK PNS,	1 week	File	All files must be legalized by the



	<p>person concerned and the authorized official</p> <p>- prepare the Pension requirements file according to the notification letter</p> <p>all files that have been legalized or signed are returned to the personnel department</p>								SK Last Rank; 2.Last Periodic Salary; 3.Photocopy of Karpeg, Karis, Taspen; 4.7 (seven) pieces of 3x4 color photographs; 5.Photocopy of the latest ID card; 6.Photocopy of Family Card; 7.Photocopy of Marriage Certificate (legalized by KUA); 8.Photocopy of DP-3 (last 2 years); 9.Photocopy of New Nip Conversion; 10. Photocopy of last diploma.			Deputy Dean II
8	(personnel) receive all pension application files and make a cover letter to the head office to be initialed by the Deputy. choir. Pokja Keu & Kepeg.)											
9	(Deputy Coordinator of Finance and Kepeg.) Initialize the draft of the pension application letter along with all files and forward it to the TU Pokja Coordinator								1.Draft cover letter for retirement application	15 minutes	Cover letter for retirement application initialed	
10	(Coordinator of Pokja TU) initial draft of								Draft cover	10 min	Cover letter for	

	the pension application letter along with all files and forward it to the Deputy Dean II							letter for retirement application	utes	retirement application initialed	
11	(Vice Dean II) Initial draft of the pension application letter along with all Civil Servant files and forward it to the Dean							Draft cover letter for retirement application	10 minutes	Cover letter for retirement application initialed	
12	(Dean) draft of pension application letter and all documents signed							Draft cover letter for retirement application	15 minutes	Cover letter for applying for a pension and 6 Draft data for submitting a proposal for a Civil Servant Pension that is signed	All files are signed by the Dean
13	(Employment) Received a draft letter of dismissal as a civil servant due to reaching the age limit, stamped and scanned all files by naming each file and sent soft copies and hard copies of documents to the University of Jember (Chancellor, Vice Chancellor II and Central Office Personnel) for further processing carry on							Draft cover letter for retirement application	2 hours		- Letter of Dismissal as a Civil Servant Due to Reaching the Age Limit

## 10. SOP for Submission of a Satyalancana Honorary Award by Satya Civil Servant

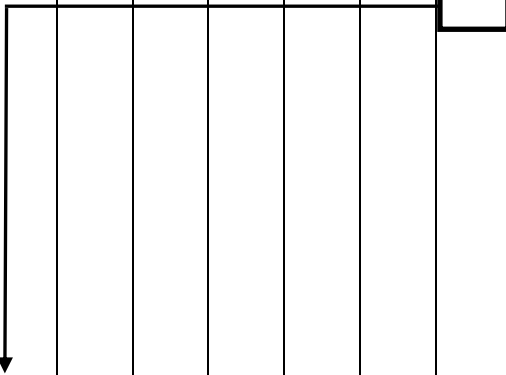
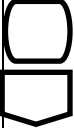
 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.9
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: Submission of Honorary Award for Satyalancana by Satya Civil Servant
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Government Regulation Number 11 of 2017 concerning Management of Civil Servants;</li> <li>3. Government Regulation Number 53 of 2010 concerning Civil Servant Discipline;</li> <li>4. Secretary's letter. General of the Ministry of Education and Culture Number 34 of 2020 regarding the proposal to award the Satyalancana Karya Satya honorary sign</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for submitting a Satyalancana Honorary Award for the work of Satya Civil Servants Understand the main duties and functions of the work unit</li> <li>3. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
		<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Scanner Tool</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, then the proposal for awarding the Satyalancana Karya Satya Award cannot be processed further		Saved as electronic and manual data

# Filing of Honor for Satyalancana by Satya Civil Servant

No	Activity	Executor								Raw Quality			Information
		Staffing	The civil servant concerned	PNS Director Supervisor	Representative. chor d. Pokja Keu & Kep eg.	chor d. Working Group for Administration	Vice Dean II	Dean	Kep. Bureau II Unin. Jember	Completeness	Time	Output	
1	(employment) Receive a notification letter regarding the proposal for a satyalanva award from the head office and follow up with a record of civil servants who will be proposed to receive a saytalancana Karyasatya honorary award because they have fulfilled and inform the person concerned to immediately complete the requirements									Notification letter from Head office	2 hours	nominative list of proposals to receive the Satyalancana Karya Satya Civil Servant award	Prospective recipients of the award meet the requirements of loyalty, dedication, skill, and honesty and have worked continuously without any sanctions during their tenure.
2	[Applicant] Completes the file and submits a Curriculum Vitae (DRH) to be signed by his immediate supervisor as one of the requirements for submitting the Satyalancana Honorary Award									Original Curriculum Vitae; Photocopy of SK CPNS, SK PNS, SK latest Rank and SK Position; Copy of SK Performance Allowance; Copy of Employment	2 days	- Completing the file File - Letter of notification	File legalized by Vice Dean II


										ee Card./ NIP Conversion; Copy of SKP for the last 2 years; Copy of the Charter if you have;			
3	(direct supervisor) approves the applicant's application by signing the Curriculum Vitae concerned									Curriculum Vitae Draft	10 minutes	Curriculum Vitae has been signed by direct supervisor	
4	[Applicant] submits Curriculum Vitae (DRH) along with other files to the Personnel Section									All files			
5	(Employment) receives all the required documents from the applicant and completes the required documents in the specified format									- draft of Statement of Absolute Accountability signed by high-ranking officials of pratama; - a draft Certificate for functional officials stating that the functional official has received a promotion/rank in accordance with applicable regulations, signed by the authorize	2 days	draft of Statement of Absolute Responsibility signed by Bureau II Univ. Jember - draft Certificate for functional officials stating that the functional official has received a promotion /rank in accordance with applicable regulations, signed by the dean	Proposals are made collectively

									d official.			
6	(Bureau II Univ. Jember) Signed the Statement of Absolute Accountability								Draft Statement of Absolute Liability	1 day	The Statement of Absolute Liability has been signed	Proposals are made collectively
7.	(Employment) - receive a statement of absolute responsibility and prepare a cover letter for the proposal for the recipient of the Satyalancana Karya Satya Civil Servant award to be initialed by the deputy coordinator. Pokja keu.&kepeg.								Draft of cover letter for the recipient of the Satyalancana Karya Satya award			
8	(Deputy Coordinator of Finance and Kepeg.) Initialize the cover letter of the proposal for the recipient of the Satyalancana Karya Satya Civil Servant award and forward it to the TU Pokja Coordinator								Draft of cover letter for submitting a proposal to receive the Satyalancana Karya Satya Civil Servant award	15 minutes	Draft cover letter for submission of proposal for acceptance of the Satyalancana Karya Satya Civil Servant award initialed	
9	(Coordinator of the Pokja TU) Initial draft of the cover letter for the proposal for the recipient of the Satyalancana Karya Satya Civil Servant award and forwarded to the Deputy Dean II								Draft of cover letter for submission of proposal for acceptance of the most prestigious Satyalancana Karya Satya Civil Servant award	15 minutes	Draft cover letter for submission of proposal for acceptance of the Satyalancana Karya Satya Civil Servant award initialed	
10	(Vice Dean II) Initial draft of cover letter proposal to								Draft of cover letter for submission	15 minutes	Draft cover letter for submission	

	receive the Satyalancana Karya Satya Civil Servant award and forward it to the Dean								n of proposal for acceptance of the most prestigious Satyalancana Karya Satya Civil Servant award		n of proposal for acceptance of the Satyalancana Karya Satya Civil Servant award initialed	
11	(Dean) Signs a draft cover letter for the proposal to receive the Satyalancana Karya Satya Civil Servant award and submits it to the Personnel Section								Draft of cover letter for submission of proposal for acceptance of the most prestigious Satyalancana Karya Satya Civil Servant award	15 minutes	Draft of cover letter for the proposal to receive the Satyalancana Karya Satya Civil Servant award signed	
12	(Employment Section) receives a draft of the recipient's proposal. Sends a cover letter for the proposal to receive the Satyalancana Karya Satya Civil Servant award by attaching soft copies and hard copies of documents to the University of Jember (Chancellor, Vice Chancellor II and Central Office Personnel) for further processing as well as filing.								Cover letter for submitting a proposal to accept the Satyalancana Karya Satya Civil Servant award	15 minutes	-cover letter - Files/documents in soft and hard copies	Furthermore, the process is at the University of Jember The Satyalancana Award is handed over to the civil servant concerned at the National Ceremony








## 11. SOP for Submission of Permits/Learning Assignments


 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.11
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: Application for Permits/Learning Assignments
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Law of the Republic of Indonesia Number 8 of 1974 concerning the Principles of Employment (State Gazette of the Republic of Indonesia Number 55 of 1974, Supplement to the State Gazette of the Republic of Indonesia Number 3041) as amended by Law Number 43 of 1999 (State Gazette of the Republic of Indonesia Year 1999 Number 169, Supplement to the State Gazette Number 3890 );</li> <li>2. Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System (State Gazette of the Republic of Indonesia of 2003 number 78, Supplement to the State Gazette of the Republic of Indonesia number 4301);</li> <li>3. Government Regulation Number 99 of 2000 concerning Promotion of Civil Servant Ranks has been amended by Government Regulation Number 12 of 2002 (State Gazette of 2002 Number 32, Supplement to State Gazette Number 4193);</li> <li>4. Decree of the Minister of National Education Number 48 of 2009 concerning guidelines for providing study assignments for Civil Servants within the Ministry of National Education;</li> <li>5. Decree of the Minister of National Education Number 61 of 2009 concerning the granting of power and delegation of authority for the implementation of Personnel administration activities to University officials within the Ministry of National Education;</li> <li>6. Circular of the Chancellor of the University of Jember Number 1164/H25/KP/2011 concerning Technical Instructions for Applying for Study Permits/Continuing Education at a Higher Level at Own Fees for Civil Servants at the University of Jember.</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for applying for a permit/study assignment</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>

<b>LINKAGES:</b>	<b>EQUIPMENT AND EQUIPMENT:</b>
1. SOP for Management of Educational Promotion	1. Computer (CPU/Data Processor) and Printer 2. Internet Network 3. Storage Media/Flash Drive 4. Office stationery 5. Odner where to save files
<b>WARNING:</b>	<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, the granting of a permit/study assignment cannot be processed so that the person concerned cannot follow the adjustment of the diploma according to the applicable regulations.	Saved as electronic and manual data


## SUBMISSION OF LICENSE/STUDY ASSIGNMENT

No	Activity	Executor							Raw Quality			Information
		Applicant	Staffing	Representative. Koor, Pokja Keu & Kep eg.	TU Working Group Coordinator	Week I	Week II	Dean	Completeness		Output	
1	(applicant) submits a letter of application for a permit/study assignment to the dean by showing the letter was accepted as a student								Application letter letter accepted as student SK CPNS, SK PNS, SK Last Rank; Certificate of physical and mental health; KARPEG/PNS Card; SKP- last 2 years; Marriage certificate;	1 day	file	
	(Dean) makes a disposition to the Deputy choir. The Financial & Personnel Working Group to be assisted in submitting a permit/study assignment and the requirements for the permit/study assignment concerned shall be submitted to the applicant									10 minutes	Make a disposition to make a cover letter for the proposal for a permit/study assignment	
2	(applicant) submits the dean's disposition to staff by bringing all the completeness of the permit requirements/study assignments									10 minutes		
3	(staffing) Prepare the required documents for the Study Permit/task, and receive the complete		 						Relevant file		- Leadership Recommendation Letter; - A statement from the head of the work unit	Legalized Deputy Dean I







	documents from the applicant to be forwarded legalized to the deputy dean I										regarding the field of study to be pursued has a relationship or is in accordance with the needs and development of the organization; - Statement letter; - Model C/KP4; - License fee stamped 10,000	
4	(Vice Dean I) signed the permit/study assignment requirements file										File legalizer's signature	All files returned to personnel
5	(employment) receives a legalized file from the Deputy dean I and drafts a cover letter for the application for a study permit/assignment to be initialed to the deputy. chord. Pokja keu & Kepeg.								All files that have been legalized	10 minutes	- Draft cover letter for permit application/study assignment	
6	(Deputy Coordinator for Finance and Kepeg.) Initialize the draft cover letter for the application for a Study Permit/Assignment and forward it to the TU Pokja Coordinator								- Draft cover letter for application for study permit/study assignment initialed	15 minutes	Draft cover letter for application for study permit/study assignment initialed	
7	(Coordinator of Pokja TU) Initial draft of cover letter for application of Study Permit/Assignment and forward it to Deputy Dean II								- Draft cover letter for application for study permit/study assignment initialed	15 minutes	Draft cover letter for application for study permit/study assignment initialed	
8	(Vice Dean II) Initial draft of cover letter for application of Study Permit/Assignment and forward it to the Dean								- Draft cover letter for application for study permit/study assignment initialed	15 minutes	Draft cover letter for application for study permit/study assignment initialed	
9	(Dean) a draft cover letter for the application of a Study Permit/Assignment signed and								Draft cover letter for applying for the most recent Study Permit/Assign	60 minutes	Draft cover letter for submitting a signed Study Permit/Assignment	


	submitted to the Personnel Section								ment			
10	(personnel) Received a draft cover letter for the application of a Study Permit/Assignment to be stamped, scanned and sent along with supporting files to the University of Jember (Rector, Vice Chancellor I, BAKA and Head Office) for further processing as well as archiving.								Cover letter for applying for the most initial Study Permit/Assignment	15 minutes	Cover letter for applying for a signed Study Permit/Assignment	Furthermore, the process is at the University of Jember and waiting for the Decree of the Chancellor of the University of Jember

## 12. SOP for Management of National Lecturer Identification Number (NIDN)

 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.13
	Manufacture Date	: 04 January 2021
	Revision Date	:-
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: MANAGEMENT OF NATIONAL LECTURER NUMBER (NIDN)
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Law number 12 of 2012 concerning Higher Education;</li> <li>3. Permenristek Dikti Number 26 of 2015 concerning Registration of Education in Higher Education;</li> <li>4. Minister of Research and Technology Regulation number 2 of 2016;</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making letters</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
		<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Odner where to save files</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, then the NIDN management cannot be processed		Saved as electronic and manual data


# MANAGEMENT OF NATIONAL LECTURER NUMBER (NIDN)

NO	Activity	Executor							Raw Quality			Information
		The civil servant concerned	Staffing	Deputy Coordinator of the Pokja & Kepeg.	chord. TU Working Group	Vice Dean II	Dean	Head Office Personnel	Completeness	Time	Output	
1	(The civil servant concerned) completes the requirements according to the notification from the Head Office Personnel And submitted to the staffing of the faculty								1. Statement Letter as a Permanent Lecturer; 2. Copy of CPNS SK; 3. Photocopy of ID card; 4. Photocopy of Teaching Decree; 5. Photocopy of Certificate of Passing Medical Test; 6. Photocopy of Family Card; 7. Copies of diplomas. 8. Passport color photo size 4 x 6.	2 days	file	Files in duplicate and All files scanned
3	(staffing) draft the NIDN proposal letter								Relevant file	30 minutes	NIDN proposal letter draft	
4	(Deputy Coordinator of Finance and Kepeg.) Initialize the draft of the NIDN Proposal and forward it to the Coordinator of the TU Working Group								NIDN proposal letter draft	10 minutes	initialed draft of NIDN Proposal	
5	(Coordinator of Pokja TU) Initial draft of cover letter Periodic salary increase and forward it to Deputy Dean II								NIDN proposal letter draft	10 minutes	NIDN proposal letter draft initialized	
6	(Vice Dean II) Initialize the draft of the NIDN Proposal and forward it to the Dean								NIDN proposal letter draft	30 minutes	NIDN proposal letter draft initialized	
7	(Dean) Signs the draft of the NIDN								NIDN proposal letter draft	30 minutes	NIDN proposal	







	Proposal and submits it to the Personnel Section									es	letter signed	
8	(Employment) Receives the NIDN Proposal Letter which has been signed by the Dean, stamped and scanned to be archived and sent to the University of Jember (Rector, Vice Chancellor II, and Personnel)								NIDN proposal letter		NIDN proposal letter along with files in hardcopy and softcopy.	



### 13. Taspen Card Management SOP

 <p><b>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY</b></p> <p><b>UNIVERSITY OF JEMBER</b></p>	SOP number	: KEPEG.10
	Manufacture Date	: 04 January 2021
	Revision Date	: -
	Effective date	: January 18, 2021
	Endorsed by	:  Dean Faculty of Economics and Business, University of Jember  Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP name	: TASPEN CARD MANAGEMENT
<b>LEGAL BASIS:</b>		<b>EXECUTIVE QUALIFICATIONS:</b>
<ol style="list-style-type: none"> <li>1. Law Number 5 of 2014 concerning State Civil Apparatus;</li> <li>2. Law number 12 of 2012 concerning Higher Education;</li> <li>3. Government Regulation Number 11 of 2017 concerning Management of Civil Servants</li> </ol>		<ol style="list-style-type: none"> <li>1. Has simple data processing capabilities</li> <li>2. Understand the procedure for making letters</li> <li>3. Understand the main tasks and functions of the work unit</li> <li>4. Understand the applicable rules and regulations</li> </ol>
<b>LINKAGES:</b>		<b>EQUIPMENT AND EQUIPMENT:</b>
		<ol style="list-style-type: none"> <li>1. Computer (CPU/Data Processor) and Printer</li> <li>2. Internet Network</li> <li>3. Storage Media/Flash Drive</li> <li>4. Office stationery</li> <li>5. Odner where to save files</li> </ol>
<b>WARNING:</b>		<b>RECORDING AND DATA COLLECTION:</b>
If this SOP is not implemented, then the management of the Taspen Katu cannot be processed		Saved as electronic and manual data

TASPEN CARD MANAGEMENT

NO	Activity	Executor					Raw Quality			Information
		Staffing	Deputy Coordinator of the Pokja Keu & Kepeg.	Coordinator of Pokja TU Working Group	Vice Dean II	Dean	Completeness	Time	Output	
1	(staffing) drafting a letter of proposal for a Taspen Card and preparing the relevant files						<ul style="list-style-type: none"> <li>• Copy of SK. CPNS, SK PNS;</li> <li>• Letter of assignment;</li> <li>• Statement of Carrying Out Tasks.</li> </ul>	30 minutes	Taspen Card Proposal letter draft	
2	(Deputy Coordinator of Finance and Kepeg.) Initialize the draft letter of the Taspen Card Proposal and forward it to the TU Pokja Coordinator						taspen card proposal letter draft	10 minutes	initialed draft of Taspen Card Proposal	
3	(Coordinator of Pokja TU) initials the draft of the Taspen Card and forwards it to the Deputy Dean II						taspen card proposal letter draft	10 minutes	Taspen Card Proposal draft initialized	
4	(Vice Dean II) Initialize the draft letter of the proposal for the Taspen Card, and forward it to the Dean						taspen card proposal letter draft	30 minutes	Taspen Card Proposal draft initialized	
5	(Dean) Signs the draft letter of the Taspen Card Proposal and submits it to the Personnel Section						taspen card proposal letter draft	30 minutes	Letter of Proposal for Taspen Card which is signed	
6	(staffing) Received a draft letter of proposal for a Taspen card, stamped and ordered it to be sent to the Taspen Jember branch office							10 minutes	Taspen Card Proposal Letter	The Taspen Card will be given directly to the person concerned by PT Taspen