



**STANDARD OPERATIONAL PROCEDURE (SOP)
SERVICE TO THE COMMUNITY FACULTY PNPB FUNDS**





**MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION
BENGKULU UNIVERSITY**

RESEARCH INSTITUTIONS AND COMMUNITY SERVICE

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 <p>MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION BENGKULU UNIVERSITY RESEARCH INSTITUTIONS AND COMMUNITY SERVICE Jl. WR Supratman, Lemonade Cage, Muara Bangkahulu, Bengkulu 38371A Telephone : (0736) 21170, 21884 Facsimile (0736) 22105 : www.unib.ac.id e-mail : rectorat@unib.ac.id</p>	SOP number	
	Manufacture Date	March 14, 2020
	Revision to	
	Revision Date	
	Effective date	
Endorsed by	<p>Chairman of LPPM</p>  <p>Dr. Ir. Hery Suhartoyo, M.Sc. NIP. 196306251987031002</p>	
SOP name	Acceptance of the Independent Community Service Final Report	
<p>Known by Head of Administration of LPPM</p>  <p>Gema Pertiwi, SE NIP. 197308172000122001</p>	<p>Made by, Head of Administration of LPPM</p>  <p>Dra. Magdalia Rulpa NIP. 196208171987032002</p>	
Legal basis	Executor Qualification	
<ol style="list-style-type: none"> 1. Law of the Republic of Indonesia Number 25 of 2009 concerning Public Services 2. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education; 3. Law of the Republic of Indonesia Number 5 of 2014 concerning State Civil Apparatus 4. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education. 5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 51 of 2015 concerning Administration of Official Manuscripts within the Ministry of Research, Technology and Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 2082) 6. Regulation of the Minister of PAN-RB Number 35 of 2012 concerning Guidelines for the Preparation of Standard Operating Procedures (SOP) for Government Administration 7. Bengkulu University Chancellor Regulation No. 45 of 2016 concerning Guidelines for Forming Service Documents at the University of Bengkulu 8. ISO 9001:2015 requirements 	<ol style="list-style-type: none"> 1. Minimum Education D3 2. Have the ability to operate a computer 3. Have good communication 4. Have thoroughness, dexterity, patience, neat appearance, polite and have integrity 	
Linkages	Equipment supplies	

<ol style="list-style-type: none"> 1. SOP for Acceptance of Proposals for Community Service PNB Faculty Funds 2. SOP for Receiving Final Report of Community Service PNB Faculty Funds 	<ol style="list-style-type: none"> 1. Computer 2. ATK 3. Printer
Warning	Recording and Data Collection
<ol style="list-style-type: none"> 1. Is a Guide Used to Ensure Operational Activities of Work Units Run Smoothly 	<ol style="list-style-type: none"> 1. Receipt 2. Letter of Statement

SOP FOR RECEIVING COMMUNITY SERVICE PROPOSAL FACULTY PNBP FUNDS

No	Kegiatan	Pelaksana						Mutu Baku			Ket
		Kasubbag Umum	Ketua/ Sekretaris	Kabag Tata Usaha	Kasubbag Data dan Program	Staff Data dan Program	Reviewer Internal	Kelengkapan	Waktu	Output	
1	Menerima Surat Permohonan Mereview Proposal beserta lampiran dari masing-masing Fakultas							Surat beserta Lampiran Proposal Pengabdian	2 Hari	Disposisi Surat Persetujuan Permohonan Review	
2	Input Data Proposal Pengabdian Kepada Masyarakat Dana PNBPFakultas							Proposal	5 Menit	Rekap Data Proposal	Minimal 2 Proposal Sesuai Jumlah Reviewer
3	Menentukan Reviewer Penilai Proposal Pengabdian Kepada Masyarakat Dana PNBPFakultas							Lampiran SK Reviewer Internal	1 Jam	Daftar Reviewer Terpilih	Dipilih Berdasarkan Bidang Ilmu
4	Membuat Surat Tugas Reviewer Seleksi Penerimaan Pengabdian Kepada Masyarakat Dana PNBPFakultas							Daftar Reviewer Terpilih	30 Menit	Surat Tugas Reviewer	
5	Menyiapkan Form Penilaian beserta Panduan Penilaian Untuk Reviewer							Form Penilaian	5 Menit	Berkas Penilaian	Standar Penilaian Disesuaikan dengan Panduan
6	Menilai Proposal Pengabdian Kepada Masyarakat Dana PNBPFakultas							Berkas Penilaian beserta Surat Tugas	1 Minggu	Hasil Penilaian dan Data Revisi	
7	Menginput Hasil Penilaian dari Reviewer Sekaligus Melakukan Perangkingan							Hasil Penilaian	1 Hari	Hasil Perangkingan	
8	Mengeluarkan Surat Hasil Review dan Mengembalikan Proposal yang harus Direvisi							Surat Hasil Review	1 Hari	Surat Hasil Review Beserta Lampiran Proposal	Jika Tidak Ada Revisi, Proposal Disetujui Ketua LPPM

SOP FOR RECEIVING A FINAL REPORT FOR COMMUNITY SERVICE FACULTY PNBP FUNDS

No	Kegiatan	Pelaksana						Mutu Baku			Ket
		Kasubbag Umum	Ketua/ Sekretaris	Kabag Tata Usaha	Kasubbag Data dan Program	Staff Data dan Program	Reviewer Internal	Kelengkapan	Waktu	Output	
1	Menerima Surat Permohonan Memeriksa Kelengkapan Isi Laporan Akhir dari masing-masing Fakultas							Surat beserta Laporan Akhir Pengabdian	2 Hari	Disposisi Surat Persetujuan Permohonan	
2	Sinkronisasi Data Proposal Pengabdian Kepada Masyarakat Dana PNBP Fakultas dengan Laporan Akhir yang Masuk							Laporan Akhir	5 Menit	Rekap Data Laporan Akhir	Jika Tidak Pernah Direview Sebelumnya maka Laporan Akhir Dikembalikan ke Fakultas
3	Membubuhkan Paraf Tanda Tangan Sekretaris Pengabdian pada Laporan Akhir yang Sudah Diperiksa Kelengkapannya							Laporan Akhir	1 Jam	Laporan Akhir yang sudah di Paraf	
4	Membuat Surat Keterangan Telah Selesai Melakukan Pengabdian Kepada Masyarakat Dana PNBP Fakultas							Laporan Akhir yang sudah di Paraf	30 Menit	Surat Keterangan Telah Selesai Melakukan Pengabdian	
8	Mengeluarkan Surat Balasan Permohonan Memeriksa Laporan Akhir							Surat Balasan Permohonan Memeriksa Laporan Akhir	1 Hari	Surat beserta Laporan Akhir Pengabdian dan Surat Keterangan Telah Selesai Melakukan Pengabdian	