



**STANDARD OPERATIONAL PROCEDURE (SOP)  
SERVICE TO THE INDEPENDENT COMMUNITY**





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

**RESEARCH INSTITUTIONS AND COMMUNITY SERVICE**

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

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

**SOP FOR RECEIVING INDEPENDENT COMMUNITY SERVICE PROPOSAL**

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 Menjadi Narasumber dari Kelompok Sasaran/ Menerima Proposal Mandiri							Surat Permohonan Menjadi Pemateri/ Proposal Pengabdian	8 Bulan	Disposisi Surat Persetujuan Permohonan Review	
2	Input Data Proposal Pengabdian Kepada Masyarakat Mandiri							Proposal	5 Menit	Rekap Data Proposal	
3	Menentukan Reviewer Penilai Proposal Pengabdian Kepada Masyarakat Mandiri							Lampiran SK Reviewer Internal	1 Jam	Daftar Reviewer Terpilih	Untuk Saat Ini Direview Langsung oleh Sekretaris Pengabdian LPPM
4	Membuat Surat Tugas Reviewer Seleksi Penerimaan Pengabdian Kepada Masyarakat Mandiri							Surat Tugas	30 Menit	Surat Tugas Reviewer	Biasanya Disiapkan Per-Semester
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 Mandiri							Berkas Penilaian beserta Surat Tugas	2 Hari	Hasil Penilaian dan Data Revisi	
7	Menginput Hasil Penilaian dari Reviewer							Hasil Penilaian	1 Hari	Hasil Perangkingan	
8	Mengembalikan Proposal yang harus Direvisi							Surat Hasil Review	1 Hari	Surat Hasil Review Beserta Lampiran Proposal	Jika Tidak Ada Revisi, Proposal/ Surat Disetujui Ketua LPPM maka dibuatkan Surat Tugasnya

**SOP for RECEIVING FINAL REPORTS FOR SERVICE TO INDEPENDENT COMMUNITIES**

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 Laporan Akhir Pengabdian Mandiri							Laporan Akhir Pengabdian	4 Bulan	Laporan Akhir Pengabdian	
2	Membubuhkan Paraf Tanda Tangan Sekretaris Pengabdian pada Laporan Akhir yang Sudah Diperiksa Kelengkapannya							Laporan Akhir	1 Jam	Laporan Akhir yang sudah di Paraf	Jika Belum Lengkap maka Dikembalikan kepada Pengabdi
3	Membuat Surat Keterangan Telah Selesai Melakukan Pengabdian Kepada Masyarakat Mandiri							Laporan Akhir yang sudah di Paraf	30 Menit	Surat Keterangan Telah Selesai Melakukan Pengabdian	