

STANDARD OPERATING PROCEDURES

HELP FROM ALUMNI AND STAKEHOLDERS UNIVERSITAS NEGERI SURABAYA

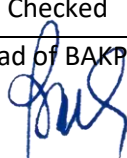






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UNIVERSITAS NEGERI SURABAYA
STANDARD OPERATING PROCEDURES (SOP)
HELP FROM ALUMNI AND STAKEHOLDERS

1.0. Goal

This procedure is intended as a guideline to implement alumni and stakeholder *assistance* to Universitas Negeri Surabaya.

2.0. Scope

This procedure describes the process of providing assistance from alumni and stakeholders in material and non-material ways to Unesa

3.0. Reference

- 3.1. Law No. 12/2012 on Higher Education
- 3.2. SK Unesa Career Center Management Team Number 1187/UN38/HK/KM/ 2019

4.0. Definition

4.1 Alumni help

Alumni Assistance is a graduate of the study program in Unesa, either individually or collectively who contribute/assistance in the form of material or nonmaterial support for development purposes and supports Unesa's workprogram.

4.2. Stakeholder Assistance

Stakeholder assistance is parties outside Unesa, either individually, collectively, or institutionally who contribute/assistance in the form of material or nonmaterial support for development purposes and support Unesa's work program.

4.3. Material Help

Material assistance is a donation in the form of a gift or loan in the form of money, facilities, tools, or similar things that indicate a material. Material assistance may include:

- 4.3.1. Fund Donation, is a deposit of funds that is an irrevocable donation. The minimum amount is not limited.
- 4.3.2. Facility donations, which are motionless or moving goods that provide general benefits, to be transferred to Unesa or loaned within a certain period of time. The goods in question may include land, buildings, vehicles, or the like
- 4.3.3. Tool Donation, is a moving item that is handed over to Unesa. The goods in question such as multimedia projector, TOA, books, lab tools, etc.

4.4. Non Material Assistance

Non-material assistance is a donation in the form of energy support, services, or anything else that is not in the form of a material. Non-material assistance can be:

- 4.4.1. Tenaga Support, is the support of the mind and staff of alumni in Unesa work activities and programs both individually and in groups.
- 4.4.2. Service support, is a professional support provided by alumni to Unesa both personally and collectively. Support in question is assistance as consultants, experts etc.

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5.0. Conditions

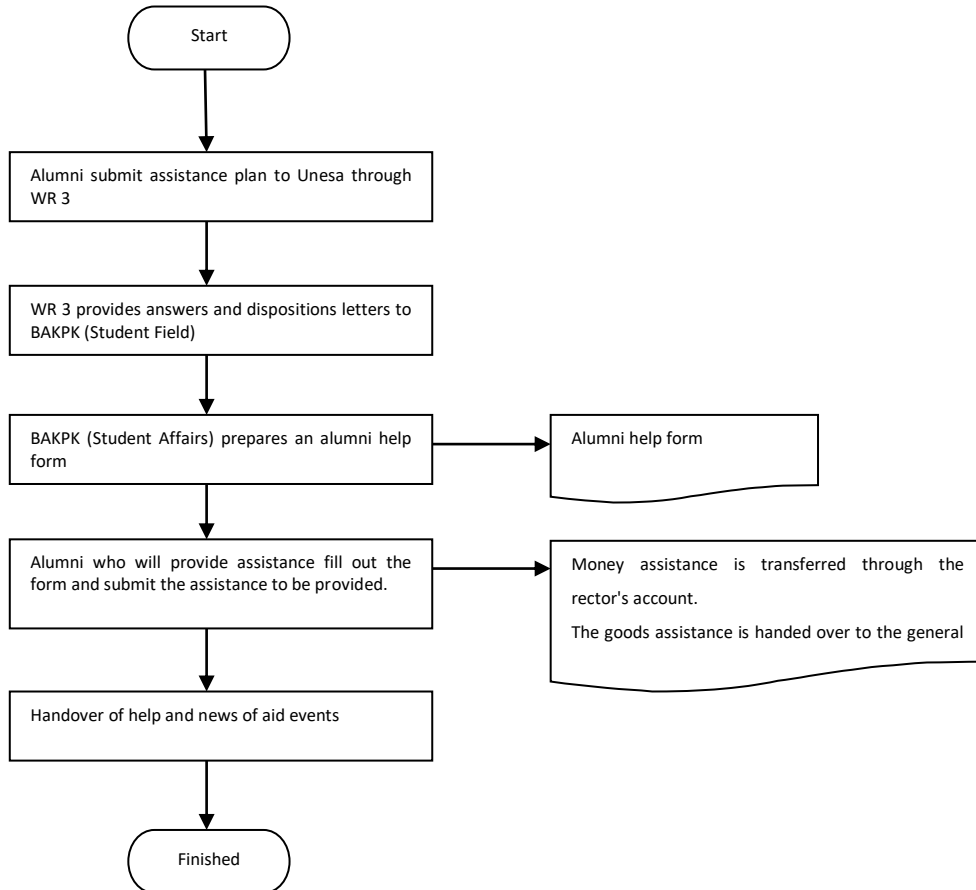
- 5.1.Help/donation is voluntary and unforced.
- 5.2.Help/donation is something that can be utilized by Unesa.
- 5.3. Assistance/donations can be sent to universities and university task forces

6.0. PROCEDURE DETAILS

- 6.1. Alumni submit a plan to provide assistance/donations to the Vice Rector of Student Affairs and Alumni
- 6.2. Vice Rector of Student Affairs and Alumni accepts and directs alumni who will make donations.
- 6.3. Vice Rector of Student Affairs and Alumni informs BAKPK about alumni who will make donations and instructs to prepare donation form and event news
- 6.4. Alumni who make their donations, fill out and sign news of donation events and submit funds or make donations in the form of goods, energy and services through BAKPK with the know of vice rector of student affairs and alumni.
- 6.5. Donations in the form of cash are submitted through the rector's account.
- 6.6. BAKPK confirms the assistance of funds/money to the Financial Department of the university while goods or infrastructure are handed over to the Equipment Department.
- 6.7. BAKPK makes alumni donation report.



7.0. Procedure



8.0. LIST OF RECORDS

- 7.1 Person of assistance/Alumni Donation
- 7.2 News Of donation handover.
- 7.3 Alumni Donation Report