

STANDARD OPERATING PROCEDURES

IMPLEMENTATION OF ORMAWA AND SME ACTIVITIES  
UNIVERSITAS NEGERI SURABAYA

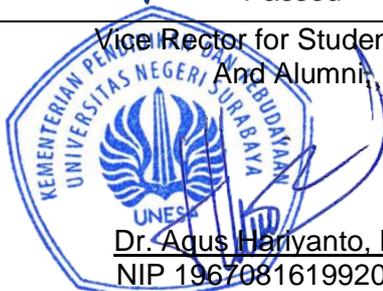
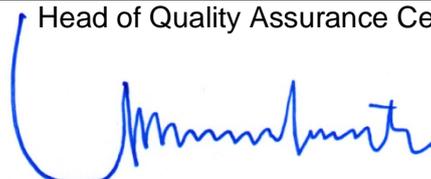


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UNIVERSITAS NEGERI SURABAYA

STANDARD OPERATING PROCEDURE (SOP)

**IMPLEMENTATION OF ORMAWA AND SME  
ACTIVITIES**

**1.0. Goal**

This procedure is as:

- 1.1 procedures and mechanisms to assist student organizations (Ormawa) and Student Activity Units (SMEs) as high as Surabaya State University in organizing activities.
- 1.2 Support the implementation of Ormawa and SME programs
- 1.3 Improving the quality of Ormawa and SME activities and programs

**2.0. Scope**

The scope of this procedure includes Student Organization (Ormawa) and Student Activity Unit (SME) in the context of Universitas Negeri Surabaya.

**3.0. Reference**

- 3.1 Regulation of the Minister of Finance of the Republic of Indonesia No. 92/PMK.05/2011 on Business Plan and Budget and Implementation of The Budget of the Public Service Agency;
- 3.2 Regulation of Menteri Research, Technology and Higher Education No. 15 of 2016 on The Organization and Working Procedures of Surabaya State University;;
- 3.3 Decree of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 461/M/KPT.KP/2018 on the Dismissal and Appointment of Rector of Surabaya State University period 2018 - 2022.
- 3.4 Rector Regulation of Surabaya State University No. 276/UN38/HK/KL/2016 of 2016 on Strategic Plan of Surabaya State University
- 3.5 Sk Pengelola Organisasi Mahasiswa (Ormawa) and Unit Kegiatan Mahasiswa (SME) Universitas Negeri Surabaya

**4.0. Definition**

**4.1 Student Organizations (Ormawa)**

The Student Organization is further abbreviated (Ormawa) is a non-structural institution that is a place for students to develop and implement Tri Darma Higher Education which was formed and built in accordance with the prevailing regulations of Surabaya State University. The completeness body of the legitimate and official Student Organization of Surabaya State University is; Student Council (MPM) and University Student Executive Board (BEM-U) at the university level. Student organizations at the faculty level are; Student Representative Council (DPM) and Executive Board of Faculty Students (BEM-F). While at the major/course level are; Student Association of Majors /Study Program (HIMAJUR/HIMAPRODI).

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**4.2. Student Bargaining Council**

The Student Council is further abbreviated as MPM is a Student Organization that has legislative functions at the university level and is led by the chairman.

**4.3. Executive Board of University Students**

The University's Student Executive Board is further abbreviated as BEM-U is a Student Organization that has executive functions at the university level and is led by the chairman.

**4.4. Student Representative Council**

The Faculty Student Representative Council is further abbreviated to DPM-F is a Student Organization that has legislative functions at the faculty level and is led by the chairman.

**4.5. Faculty Of Student Executive Board**

The Faculty Student Executive Board is further abbreviated as BEM-F is a Student Organization that has executive functions at the faculty level and is led by the chairman.

**4.6. Student Association of Courses/Study Proram**

The Student Association of The Department/Proram Studi next abbreviated himajur /HIMAPRODI is a student organization that has the function of development activities and application of science in accordance with the study department and led by the chairman.

**4.7. Student Organization Activities**

Student Organization activities are activities that are diversified by student organizations to develop their talents, interests and abilities.

**4.8. Student Activities Unit (SMEs)**

The Student Activities Unit (SME) is a forum for student activities outside the classroom to develop specific interests, talents and skills

**5.0. Conditions**

5.1 The activities were submitted by student organizations and the official Student Activity Unit (SMEs) of The Universitas Negeri Surabaya, and submitted during the running management period.

5.2 Student organizations and Student Activity Units (SMEs) carry out Basic Duties and Functions (TUPOKSI) in accordance with the laws and regulations.

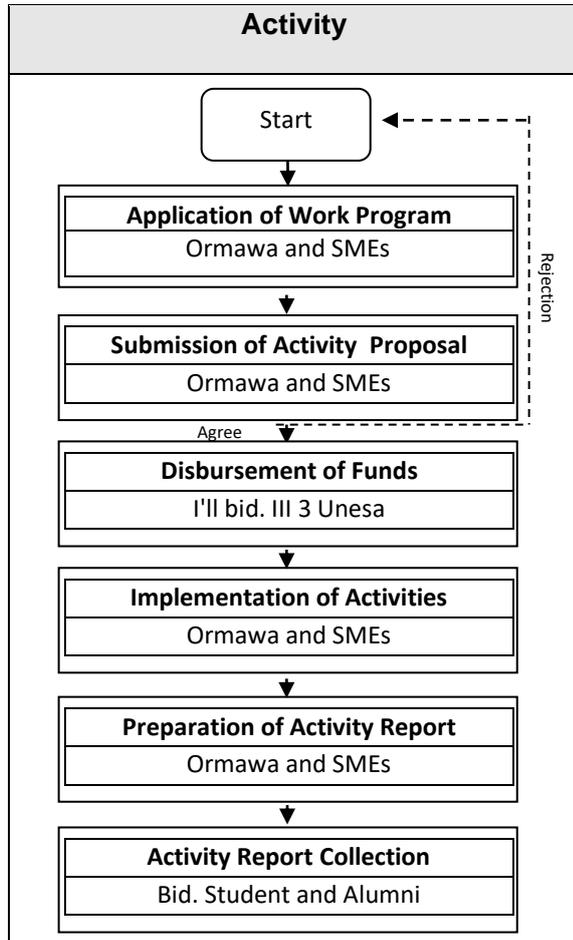
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**6.0. PROCEDURE DETAILS**

- 6.0. Program Application  
Ormawa and Student Activities Unit (SMEs) submit a work program (proker) for one year, namely (1) proker structured and agreed in Ormawa, (2) proker equipped with TOR, (3) proker and TOR submitted to WR3 known by the Trustees.
- 6.1. Submission of Activity Proposal  
Ormawa and SMEC submitted proposals for activities that were submitted with budget applications and schedules of activities known by Ormawa Builders no later than 3 weeks before the activity was carried out.
- 6.2. Disbursement of Activity Funds  
Proposals for activities approved by WR3 will be processed in the finance department.
- 6.3. Implementation of Activities  
The organizing committee conducts activities in accordance with the applicable rules.
- 6.4. Preparation of Activity Implementation Report  
The organizing committee of the activity compiles a report on the implementation of activities in accordance with the format specified by WR3 no later than 1 week after the implementation of the activity.
- 6.5. Submission of Report and SPJ  
The report was submitted to WR3 through the University Student Head.  
The report is received no later than 2 weeks after the implementation of the activity.

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**Figure 6.1. Flowchart of Ormawa and SME Activities**

**7. LIST OF RECORDS**

- 7.1 Borang submission of activity proposal
- 7.2 News Events approval activities.
- 7.3 News of the fundraising event.
- 7.4 Activity Implementation Report.
- 7.5 Financial Liability Report

**8. CHANGE NOTES**

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