

STANDARD OPERATING PROCEDURES

STUDENT SOFTSKILL COACHING AND DEVELOPMENT SERVICES
UNIVERSITAS NEGERI SURABAYA

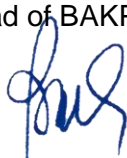
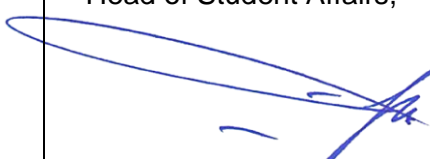

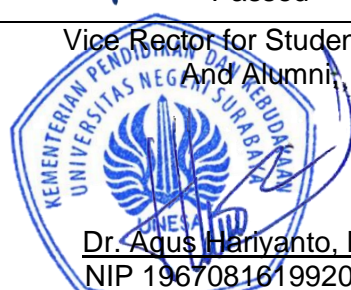
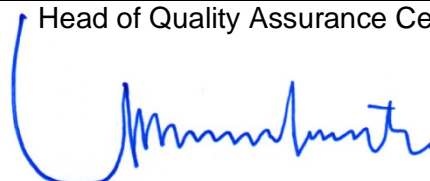


Document Number : 07/SOP-26/MAWAL/03/2019

Publish Date : 04 March 2019

Status Documents :

Master
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UNIVERSITAS NEGERI SURABAYA

STANDARD OPERATING PROCEDURE (SOP)

STUDENT SOFTSKILL COACHING AND DEVELOPMENT SERVICES

1.0. Goal

This procedure as a guideline to assist students in general and SME Spirituality as high as Universitas Negeri Surabaya in organizing activities.

- 1.1 Support the implementation of spiritual SMEs program.
- 1.2 Improving the quality of student softskills

2.0. Scope

The scope of this procedure includes Spiritual SMEs and students in the context of Surabaya State University.

3.0. Reference

- 3.1 Law No. 12/2012 on Higher Education (Statute Book No. 158/2012, Additional Statute Book No. 5336);
- 3.2 Government Regulation No. 74 of 2012, on changes to government regulation No. 23 of 2005 on the financial management of the Public Service Agency;
- 3.3 Government Regulation No. 4/2014 on The Implementation of Higher Education and Management of Tngggi College;
- 3.4 Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 23 2015 on The Growth of Ethics;
- 3.5 Decree of the Minister of Education and Culture of the Republic of Indonesia No. 155/U/1998 on General Guidelines of Student Organizations in Higher Education;
- 3.6 Permenristekdikti No. 44/2015 on SNDikti;
- 3.7 Decree of the Director General of the Ministry of Education dated June 25, 1997 No. 26/Dikti/KEP/1997 on the Pattern of Student Development in Higher Education in the scope of the Ministry of Education;
- 3.8 Sk Pengelola Ormawa and SME Universitas Negeri Surabaya

4.0. Definition

4.1 SMEs

SMEs are non-structural institutions that become a platform for students to develop and implement Tri Darma Higher Education which is formed and built in accordance with the prevailing regulations of Surabaya State University in the field of spirituality.

4.2. Center for Ideological Development

The Center for Ideological Development (PPI) of Universitas Negeri Surabaya (Unesa) is one of the centers located in the Research and Community Service Institute (LPPM), Unesa. PPI has a vision of "Strengthening pancasila ideology in Unesa based on education, research, devotion and scientific development".

4.3. Kegiatan Softskill Development Activities

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Softskill Development Activities are activities carried out by SMEs or students to develop their talents, interests and abilities during their time as students.

5.0. Conditions

5.1 The activity was submitted by SMEs as well as authorized students of Universitas Negeri Surabaya, and submitted during the running management period.

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

6.0. PROCEDURE DETAILS

6.0. Submission of Activity Proposal

SMEs and students submit proposal activities to WD3 or WR3 that are submitted with budget application and schedule of activities known by the Pembina (SME Spirituality) or The Head of Department (students) no later than 3 weeks before the activity is carried out.

6.1. Review Proposal Activities

The proposal of activities by WD3 or WR3 is submitted to the Center for Ideological Development to be reviewed (no later than 3 days).

6.2. Consent or Denial of Activity

WD3 or WR3 give consent decrees or rejection of activities based on the recommendations of the Ideological Development Center.

6.3. Disbursement of Activity Funds

Proposals for activities approved by WD3 or WR3 will be processed in the finance department.

6.4. Implementation of Activities

The organizing committee conducts activities in accordance with the applicable rules.

6.5. Preparation of Activity Implementation Report

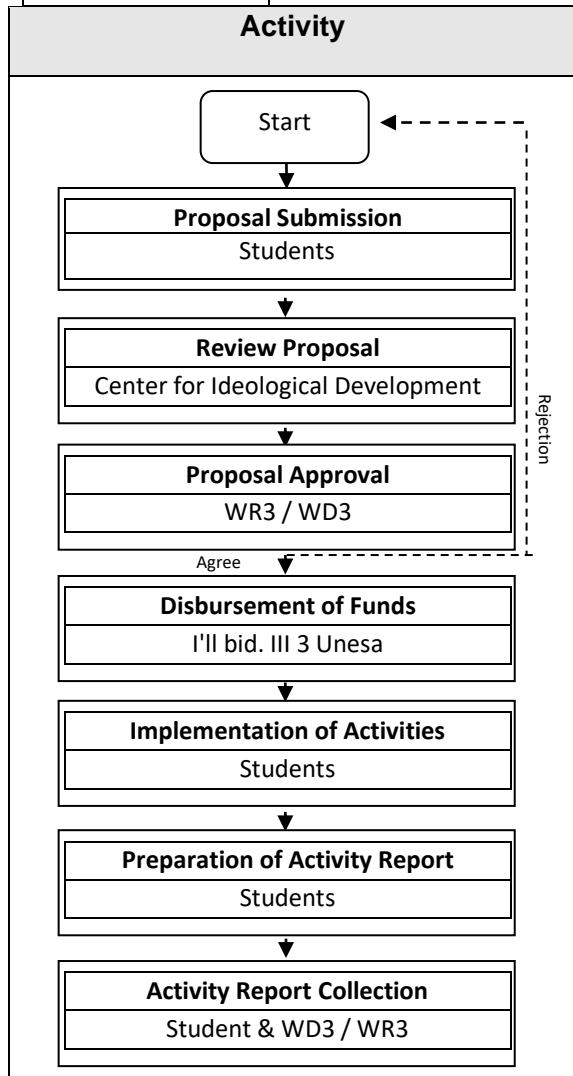
The organizing committee of the activity compiles a report on the implementation of activities in accordance with the format specified by WD3 or WR3 no later than 1 week after the implementation of the activity.

6.6. Submission of Report and SPJ

The report was submitted to WD3 through the University Student Kasubag.

The report is received no later than 2 weeks after the implementation of the activity.

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Gamba 6.1. Flowchart process of softskill 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

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8. CHANGE NOTES

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