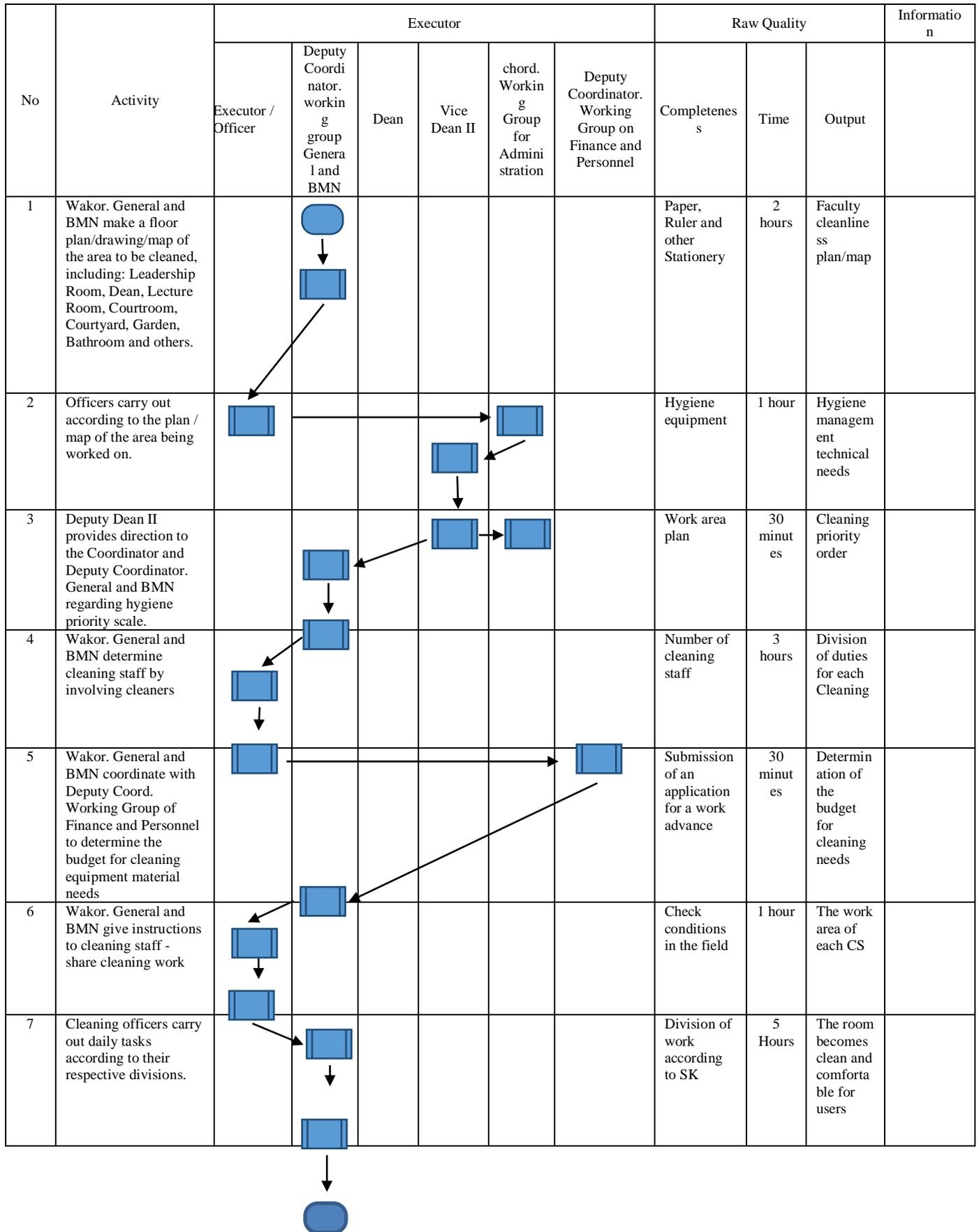


II. SOP for General Subsection and State Property

1. SOUP Hygiene Management

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 01. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME		: Faculty of Hygiene Management	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> UU no. 20 of 2003 concerning the National Education System Government Regulation No. 60 of 1999 concerning Higher Education Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 		<ol style="list-style-type: none"> Management of cleanliness of Facilities and Infrastructure Faculty of Economics and Business Univ. Jember Equipment and materials as cleaning tools/media Human resources as implementers Activity implementation time 	
LINKAGES		EQUIPMENT GEAR	
		<ol style="list-style-type: none"> Broom Chemocheng Soap Mop Camphor and Medicine cleaner 	<ol style="list-style-type: none"> Plastic trash Wastebasket Glass cloth Kanebo Poke Mop Tool
WARNING		RECORDING AND COLLECTION	
If this SOP is not implemented, then the room is dirty and does not provide comfort		Saved as electronic and manual data	

CLEANING MANAGEMENT SOP

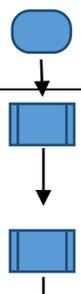
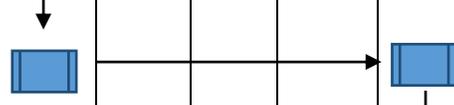
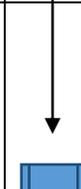
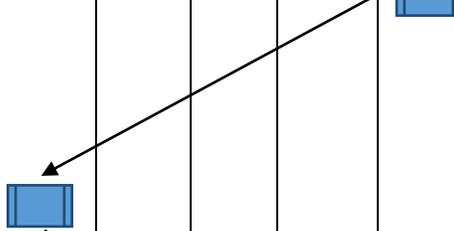


8	Wakor. General and BMN monitor incidentally cleaning results.							Provide an instrument for assessing the performance of the cleaning staff	5 hours	Results of performance evaluation and improvement	
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2. Incoming Mail Management SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 02. GENERAL AND BMN.
	date MAKING	: January 4, 2021
	date REVISION	:-
	date EFFECTIVE	: January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP NAME	: Incoming Mail Management	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> UU no. 20 of 2003 concerning the National Education System Government Regulation No. 60 of 1999 concerning Higher Education Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> Management of cleanliness of Facilities and Infrastructure Faculty of Economics and Business Univ. Jember Equipment and materials as cleaning tools/media Human resources as implementers Activity implementation time 	
LINKAGES	EQUIPMENT GEAR	
	<ol style="list-style-type: none"> Computer Printer Stationery, paper Internet Stamp Disposition sheet 	
WARNING	RECORDING AND COLLECTION	
If this SOP is not implemented, it will have a significant impact on the smooth running of work and risk the loss of letters at the Faculty	Saved as electronic and manual data	

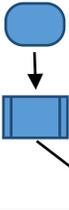
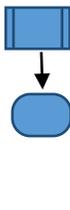
SOP MANAGEMENT OF INCOME

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Organizers receive incoming letters via SIKD/Online							Computer and Internet	2 minutes	Data is stored in the Mailing database	Can be read by leadership
2	The agendar gives the disposition sheet as the direction of the letter							Stationary	2 minutes	Disposition sheet	
3	Agendaris handed the incoming letter to Koord. Pokja Administration to be verified and directed to the recipient							Stationary	2 minutes	Letter proof	
4	After Chord. The Administrative Working Group understands the letter, then directs the letter by writing the date on the disposition sheet							Stationary	2 minutes	Handing the letter to the recipient	
5	chord. The Administrative Working Group returns the letter to the agendar to be handed over to the recipient of the letter							Stationary	2 minutes	The letter is delivered to the address	
6	The recipient of the letter provides a hierarchical disposition to be followed up							Stationary	2 minutes	Letter has been received	

3. Outgoing Mail Management SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 03. GENERAL AND BMN.
	date MAKING	: January 4, 2021
	date REVISION	:-
	date EFFECTIVE	: January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
SOP NAME	: Outgoing Mail Management	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> 1. Elements/sections of the institution make a letter addressed to other parties and ask for the letter number to the agendar. 2. The agendar records and gives the letter number according to the date the letter was written. 3. The agendar puts it into a letter envelope according to the applicable correspondence rules. 4. Agendaris handed the outgoing letter to Caraka. 5. Organizers store archives / copies of outgoing letters into the Archives Information System. 6. Caraka received the letter and recorded it on the outgoing mail expedition book. 7. Caraka sends a letter and/or through a delivery service. 8. Caraka asks for a receipt, that the letter has been sent 	
LINKAGES	EQUIPMENT GEAR	
	<ol style="list-style-type: none"> 1 Outgoing Agenda Book 2 Computer 3 Internet 4 Printer 5 Envelope 6 Faculty Stamp 	
WARNING	RECORDING AND COLLECTION	
If this SOP is not implemented, it will have a significant impact on the smooth running of work and risk the loss of letters at the Faculty	Saved as electronic and manual data	

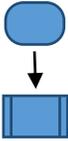
SOP for OUTCOME LETTER MANAGEMENT

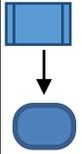
No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Drafting a signed outgoing letter							Stationary	5 minutes	Letters ready to be archived and sent	
2	Giving letter numbers, taking notes on outgoing mail agenda books, wrapping letters, handing letters to Caraka, storing / filing letters.							Stationery, Agenda Book	5 minutes	Mail Filing	
3	Receiving a letter from the agendar, Recording in the outgoing mail expedition book, Sending a letter and or through a delivery service, Receiving proof of delivery in the form of a letter receipt							outgoing mail agenda book	30 Minutes (according to Purpose)	The letter has been received by the addressee	

4. SOP for the Use of Consumables or Office Stationery

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 04. GENERAL AND BMN.
	date MAKING	: January 4, 2021
	date REVISION	:-
	date EFFECTIVE	: January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001
	SOP NAME	: Use of Consumables or Office Stationery
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> UU no. 20 of 2003 concerning the National Education System Government Regulation No. 60 of 1999 concerning Higher Education Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> Provide supporting facilities in the form of stationery for certain activities Make a plan to purchase consumables (ATK) Submit a list of purchases of consumables (ATK) Manage the entry and exit of consumables (ATK) in the inventory warehouse Recording the entry and exit of consumables (ATK) in the inventory application 	
LINKAGES	EQUIPMENT GEAR	
	<ol style="list-style-type: none"> Computer Printer Stationary Purchase request form 	
WARNING	RECORDING AND COLLECTION	
If this SOP is not implemented, there will be a difference in the inventory application report and the conditions in the inventory warehouse	Saved as electronic and manual data	

SOP for the use of consumables or office stationery

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator, working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	The element/section/committee submits by filling out the goods request form based on the planned needs to the Deputy Coord. working group General and BMN							Stationery, paper	10 minutes	Submit a bonding form to the immediate supervisor of the requested item	
2	Deputy Coordinator. working group General and BMN check the availability of the goods to be requested and instruct the ATK warehouse staff to carry out the request							Fill out the goods registration form	5 minutes	After signing the acc form to pick up the goods	
3	Warehouse clerk receives and examines receipts, takes goods and submits to applicants							Checking the goods registration form	10 minutes	Check the condition of the goods in the warehouse	
4	Warehouse clerk records in the stock book							Item Control Card	5 minutes	Officers submitted on request	
5	The applicant signs a receipt for ATK goods receipts and is known by the Deputy General Manager and BMN							Applicant signature bon	5 minutes	Wakor General and BMN ordered to prepare a request receipt	
6	Wakor General and BMN ordered SIMAK-Inventory officers to submit requests for monthly inventory reports.							SP2D	10 minutes	Checking inventory report results	

7	SIMAK-Inventory clerk files receipt of ATK goods receipts							In the item request receipt archive file	5 minutes	Store in an orderly archive request form.	
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5. SOP for Provision of Meeting Consumption

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 05. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Provision of Meeting Consumption	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 		<ol style="list-style-type: none"> 1. Making standard rules and procedures in the implementation of providing consumption for meeting activities and others at the Faculty 2. Receive information or Whatsapp via Online to make purchases, meeting consumption and others 3. Purchasing consumption according to the needs of the number of activity participants 4. Submit a work advance application to the Deputy Coord. General Working Group and BMN in the context of purchasing consumption 5. Make SPJ reports/purchase of consumables and consumption of official meetings 	
LINKAGES		EQUIPMENT GEAR	
		<ol style="list-style-type: none"> 1. Computer 2. Printer 3. Office stationery 4. Stamp 5. Stamp 	<ol style="list-style-type: none"> 6. Office Home Appliances 7. Service voucher for the entry and exit of household consumables
WARNING		RECORDING AND COLLECTION	
If this SOP is not implemented, there will be a difference in the inventory application report and the conditions in the inventory warehouse		Saved as electronic and manual data	

SOP FOR PROVISION OF MEETING CONSUMPTION

No	Activity	Executor					Raw Quality			Information		
		Executor / Officer	Deputy Coordinator, working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator, Working Group on Finance and Personnel	Completeness	Time		Output	
1	The work unit/Department/Study Program submits a request for meeting consumption needs in the form of a cover letter to the Vice Dean II or Coord. Pokja Administration by attaching the invitation letter to the meeting in duplicate (first sheet for Coord. Pokja Administration, second sheet for Deputy Coord. Pokja General and BMN)			→		→			Stationery, paper folder	45 minutes	Work advance application letter	
2	Deputy Coordinator, working group General and BMN asked the Deputy Coord. Working Group on Finance and Personnel, related to the budget for the meeting/seminars								Submission of required funds	1 hour	Disbursement agreement	
3	Deputy Coordinator, The Finance and Personnel Working Group informed the Koord again. Working Group for Administration, regarding the availability of meeting budget							Funds that have been budgeted to be realized	25 minutes	Budget Availability Agreement		
4	If in accordance with the RAB of the work unit/department/study program, Coord. Working Group for Administration, disposition to Deputy Coord. working group General and BMN. However, if there is							Fund plan to be submitted	30 minutes	If there is a budget, the disbursement will be carried out immediately, if there is no budget,		

	no budget or it does not match the RAB, Koord. The Administrative Working Group consults with the applicant for the availability of meeting consumption									then a delay is carried out waiting for the budget revision
5	chord. The Administrative Working Group makes a Disposition/memo to the Deputy Coord. working group General and BMN by attaching a meeting invitation letter (information on the number of meeting participants)		<pre> graph TD A[] --> B[] B --> C[] C --> D[] D --> E[] </pre>					Invitation letter attachment	30 minutes	Preparation of consumption as needed
6	Deputy Coordinator. working group General and BMN delegate to General and BMN staff to provide meeting consumption availability		<pre> graph TD A[] --> B[] B --> C[] </pre>							
7	Deputy Coordinator. working group General and BMN delegate to General and BMN staff to provide meeting consumption availability		<pre> graph TD A[] --> B[] B --> C[] </pre>							

6. SOP for Use of Official Vehicles

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 06. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME	: Use of Official Vehicles		
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:		
<ol style="list-style-type: none"> UU no. 20 of 2003 concerning the National Education System Government Regulation No. 60 of 1999 concerning Higher Education Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> Applying for Service Vehicle maintenance Submitting a Business Travel Letter Submit a BBM purchase Applying for travel accommodation (E-Toll and others) Cleaning Service Vehicles 		
LINKAGES	EQUIPMENT GEAR		
	<ol style="list-style-type: none"> Computer Printer Office stationery Stamp Stamp 	<ol style="list-style-type: none"> Office Home Appliances Service voucher for the entry and exit of household consumables 	
WARNING	RECORDING AND COLLECTION		
If this SOP is not implemented, then the smooth running of the leadership activities that are traveling in nature will be disrupted	Saved as electronic and manual data		

SOP FOR USE OF SERVICE VEHICLES

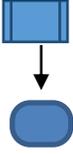
No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	The applicant applies for a license to use the Official Vehicle and Inventory by filling out the form and submitting it to the Deputy Coord. working group General and BMN.							Stationery, loan form	7 minutes	Approval via Official Travel Form	
2	After receiving the form, Deputy Coord. working group General and BMN check the readiness of the official vehicle and inventory and appoint a driver							Car keys handed over	5 minutes	Official vehicles are ready to be heated for operational use	
3	Deputy Coordinator. working group General and BMN submit approval to Koord. Working Group on Administration and Deputy Dean II							Submit a BBM purchase	15 minutes	Travel approval	
4	After obtaining approval, Deputy Coord. General Pokja and BMN assign drivers to carry out tasks according to the request of the applicant or assign the General Staff and Equipment to hand over the inventory borrowed by the applicant							Check engine, tires, fuel, car tools	10 minutes	The driver is assigned to carry out official travel duties	

7. SOP for Loaning a Place or Space

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 07. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME	: Borrowing a Place or Space		
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:		
<ol style="list-style-type: none"> UU no. 20 of 2003 concerning the National Education System Government Regulation No. 60 of 1999 concerning Higher Education Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> Serving the application for space or place borrowing Selecting the applicant's activities in the context of borrowing space Record activities and enter into the space or place Loan Information System that can be viewed online by the applicant/stakeholder Submit approval to the Deputy Coord. General Working Group and BMN Provide a room that will be used for activities 		
LINKAGES	EQUIPMENT GEAR		
	<ol style="list-style-type: none"> Computer Internet Printer Paper 	<ol style="list-style-type: none"> Ballpoint Loan Book Leadership Memo 	
WARNING	RECORDING AND COLLECTION		
If this SOP is not implemented, then the implementation of activities by the applicant/stakeholder does not go well and there is a clash of space usage schedules.	Saved as electronic and manual data		

SOP FOR LOANING PLACE OR SPACE

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator, working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	The borrower makes a letter of application for the use of space known by the authorized official addressed to the Deputy Dean II							Stationery, Paper	10 minutes	Application for use of space	
2	Deputy Dean II makes recommendations to the Coord. Administrative Working Group for space borrowing							Give acc	10 minutes	Approval of space loan	
3	chord. The Administrative Working Group forwards the disposition/memo to the Deputy Coord. working group General and BMN							Check the condition of the room	10 minutes	Approval by the Coord. Working Group for Administration	
4	Deputy Coordinator. working group General and BMN provide memos to borrowers and determine the service officer							Prepare the space and tools used	10 minutes	Task Sharing Memo	
5	General staff and BMN note space usage on the blackboard according to the schedule according to the date of borrowing							Online loan	5 minutes	officers ready to carry out their duties	
6	Deputy Coordinator. working group General and BMN prepare the room and check the							Room readiness	30 minutes	The room is used as needed	

	facilities that will be used										
7	The borrower reports after the activity is completed							Checking the space it has been used	Maximum 5 Hours	The implementation of the activities went well	

8. SOP for Use of FEB UNEJ Information Center

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 08. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Use of FEB UNEJ Information Center	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> 1 UU no. 20 of 2003 concerning the National Education System 2 Government Regulation No. 60 of 1999 concerning Higher Education 3 Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4 Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 		<ol style="list-style-type: none"> 1 Receive information from the leadership to be delivered according to directions 2 Accelerate the delivery of information to the academic community through social media applications 3 Ready to convey information can be during working hours or outside working hours 4 Updating information on social media (Facebook, Instagram, Youtube, Website, Tik-Tok) 5 Displaying information through TV Media in the Faculty 	
LINKAGES		EQUIPMENT GEAR	
		<ol style="list-style-type: none"> 1 WL 2 Computer 3 Internet 	
WARNING		RECORDING AND COLLECTION	
If this SOP is not implemented, then the service in the need for information delivery is not optimal		Saved as electronic and manual data	

SOP FOR USING PUSH INFO

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Official information submitted to one of the faculty leaders							Stationery, HP (Whatsapp)	5 minutes	Information to submit	
2	The leader instructs the Koord. Working Group for Administration to take advantage of the Faculty's push-info media							Circular letter Via cellphone, wa, web, simfeb	5 minutes	Selection of the type of social media to be used	
3	chord. The Administrative Working Group receives information from the leadership							Prepare a letter that must be shared	10 minutes	Check Detail Information	
4	chord. The Administrative Working Group ordered push-info officers to announce through push-info media							The officer is ready for the material to be shared	10 minutes	Announcement Results Information	
5	Officers edit/simplify editorial information							Simplify information	5 minutes	Information edit	
6	The officer checks the suitability of the equipment to be used.							The cellphone is ready to be used for information	7 minutes	Information evaluation results	
7	Officers disseminate information to related parties through push-info media.							Information addressed to all FEB	5 minutes	Information spread according to purpose	
8	Officers keep information materials as documents							Computer / Cellphone	5 minutes	Information Archive	

9. SOP for the Elimination of State Property

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 09. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME	: Elimination of State Property		
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:		
<ol style="list-style-type: none"> UU no. 20 of 2003 concerning the National Education System Government Regulation No. 60 of 1999 concerning Higher Education Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> Make a list of inventory items that have been categorized as damaged/unusable Perform a physical check of damaged/unusable inventory items Manage the storage of damaged/unusable inventory items in the warehouse Submitting the abolition of State Property to the Head Office Equipment Unit Sorting out the types of damage to State Property at the Faculty 		
LINKAGES	EQUIPMENT GEAR		
	<ol style="list-style-type: none"> WL Computer Internet 		
WARNING	RECORDING AND COLLECTION		
If this SOP is not implemented, there is a risk of accumulation of goods in the Faculty because it does not have a State Property Storage Warehouse	Saved as electronic and manual data		

SOP FOR REMOVAL OF STATE PROPERTY

No	Activity	Executor						Raw Quality			Information
		Executer / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator . Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN make a letter to the person in charge of BMN to collect data on goods that are not functioning							Stationery, Paper	10 minutes	Letter of request for deletion	
2	Deputy Coordinator. working group General and BMN coordinate with SIMAK-BMN operators to check goods							Check inventory book	2 hours	Item report not working / unusable	
3	The SIMAK-BMN operator physically collects non-functioning goods in one place							Check the condition of the BMN warehouse	4 hours	Items that don't work can be collected separately	
4	The SIMAK operator makes a recapitulation of non-functioning goods according to their type, to be submitted to the Koord. Working Group for Administration							Check data for good and damaged goods	4 hours	Items that don't work can be separated by type	
5	chord. The Administrative Working Group checks between the recapitulation and the physical goods, after which they are reported to the Deputy Dean II							Receive a report on the condition of the goods	2 weeks	Items that don't work can know the amount and the one that matches the physical	
6	Vice Dean II verifies non-working items							Ordered the BMN officer to check the list of items	1 hour	Item evaluation doesn't work	

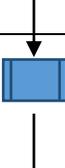
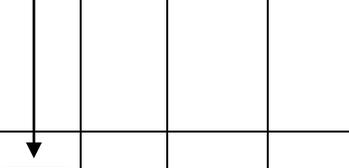
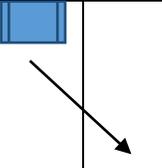


7	Deputy Dean II instructed the Koord. Administrative Working Group to make a proposal letter to the Chancellor with a copy to the local State Auction Office							Record the number of items deleted	1 hour	Letter of Proposal for Elimination	
8	chord. Working Group for Administration with Deputy Coord. working group General and BMN make a proposal letter to the Chancellor with a copy to the local State Auction Office, for the initials of the Deputy Dean II and signed by the Dean							Proposing item deletion	3 days	Letter of Proposal for Elimination to the Chancellor of the University	
9	The letter is sent to the Chancellor with a copy to the State Auction Office							Archive of letters to the chancellor of Unej	3 days	The State Auction Office received a Proposal for the Elimination of FEB Unej	
10	chord. Working Group for Administration with Deputy Coord. working group General and BMN always monitor the Rectorate regarding the realization of inventory deletion							Monitor letters that have been sent to the Chancellor	1 week	Monitoring results and waiting for the results of the decision by the State Auction Institution Assistant Office	
11	SIMAK operator adjusts inventory data on SIMAK-BMN							Data refer to BMN adjusted after deletion	3 days	The number of BMN inventory can be known with certainty	

10. Household Goods Procurement SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 10. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME	: Procurement of Household Goods		
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:		
<ol style="list-style-type: none"> UU no. 20 of 2003 concerning the National Education System Government Regulation No. 60 of 1999 concerning Higher Education Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> Providing household goods for daily needs Regulate the entry and exit of household supplies Record the control card for the use of household supplies Make a list of purchases of household consumables Submit an application for an advance for the purchase of household consumables 		
LINKAGES	EQUIPMENT GEAR		
	<ol style="list-style-type: none"> Computer Printer Office stationery Stamp 	<ol style="list-style-type: none"> Stamp Office Home Appliances Service fee 	
WARNING	RECORDING AND COLLECTION		
If this SOP is not implemented, then the service to the household will be less than optimal and there is a risk of discrepancies in inventory reporting	Saved as electronic and manual data		

HOUSEHOLD GOODS PROCUREMENT SOP

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN record household needs in the warehouse							Stationery, Paper	2 hours	Knowing the amount of inventory in the warehouse	
2	Deputy Coordinator. working group General and BMN make a recapitulation of the household needs of the Faculty							Stationery, Paper	2 hours	Determination of the household needs budget	
3	Deputy Coordinator. working group General and BMN plan expenditure needs for household needs based on a priority scale							Check the proposed list to be spent	30 minutes	Priority main needs	
4	Deputy Coordinator. working group General and BMN coordinate with the Deputy Coord. Working Group on Finance and Personnel. about the amount of budget needed							Make a list of the proposed amount of funds to be spent	1 hour	Amount of budget required	
5	Deputy Coordinator. working group General and BMN consult Koord. Working Group for Administration and Deputy Dean II regarding budget disbursement, and handing over funds to uimper staff to spend							Check and calculate the household needs needed	30 minutes	Budget Disbursement	
6	General Staff and BMN spend on household needs, accompanied by notes/receipts							Stationery, Paper	2 hours	Knowing the amount of inventory in the warehouse	



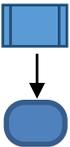
7	Deputy Coordinator. working group General and BMN make SPJ for goods shopping							Making SPJ	1 hour	SPJ submitted to finance	
8	Goods for household needs are entered in the warehouse and recorded in the book as stock items							Goods are stored in warehouse	1 hour	Control Card for control	
9	Deputy Coordinator. working group General and BMN submit shopping notes to SIMAK-Inventory operators for data on SIMAK							Inventory voucher form	1 hour	Transactions are recorded in the SIMAK - Inventory Application	
10	SIMAK operators save shopping notes as activity documents							The form is made into a file for orderly administration	1 hour	Notes are well kept	

11. Tool Loan SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 11. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME	: Tool Loan		
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:		
<ol style="list-style-type: none"> UU no. 20 of 2003 concerning the National Education System Government Regulation No. 60 of 1999 concerning Higher Education Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> Checking tools before borrowing Regulate the use of tools as inventory items for activities. To find out the user of the tool as the person in charge in the event of a breakdown. Regulate the use of tools for the benefit of the academic community Recording the process of going in and out of borrowing tools 		
LINKAGES	EQUIPMENT GEAR		
	<ol style="list-style-type: none"> Computer Internet Stationary 	<ol style="list-style-type: none"> Paper Tool Loan Form 	
WARNING	RECORDING AND COLLECTION		
If this SOP is not implemented, the process of getting in and out of borrowing tools cannot be carried out and there is a risk of losing goods	Saved as electronic and manual data		

SOP LOAN TOOLS

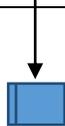
No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator, working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	The applicant submits an application for borrowing equipment that is known by the authorized official addressed to the Deputy Dean II							Loan Form, Stationery	10 minutes	Form filling results	Loan Form, Stationery
2	Deputy Dean II provides official memos/recommendations to the Coord. Working Group for Administration							Computer, enter the online loan application	10 minutes	Borrowing acc, as needed	Computer, enter the online loan application
3	chord. The Administrative Working Group verifies and forwards the recommendation of the Vice Dean II to the Deputy Coord. working group General and BMN							Fill out the loan form	15 minutes	Loan Agreement	Fill out the loan form
4	Deputy Coordinator. working group General and BMN provide information to applicants about the equipment to be borrowed							Knowing the type and amount of goods borrowed	15 minutes	Understanding the risks and conditions of the goods to be loaned	Knowing the type and amount of goods borrowed
5	Deputy Coordinator. working group General and BMN instruct staff to provide loaned equipment along with receipts for goods and loan guarantees							Give a loan acc form	10 minutes	The goods handover form has been signed by the applicant and the lender	Give a loan acc form
6	The applicant returns it to the General staff and BMN to check the condition of the tool and return it to the storage warehouse							Check returns	10 minutes	Goods have been returned according to terms and conditions	Check returns

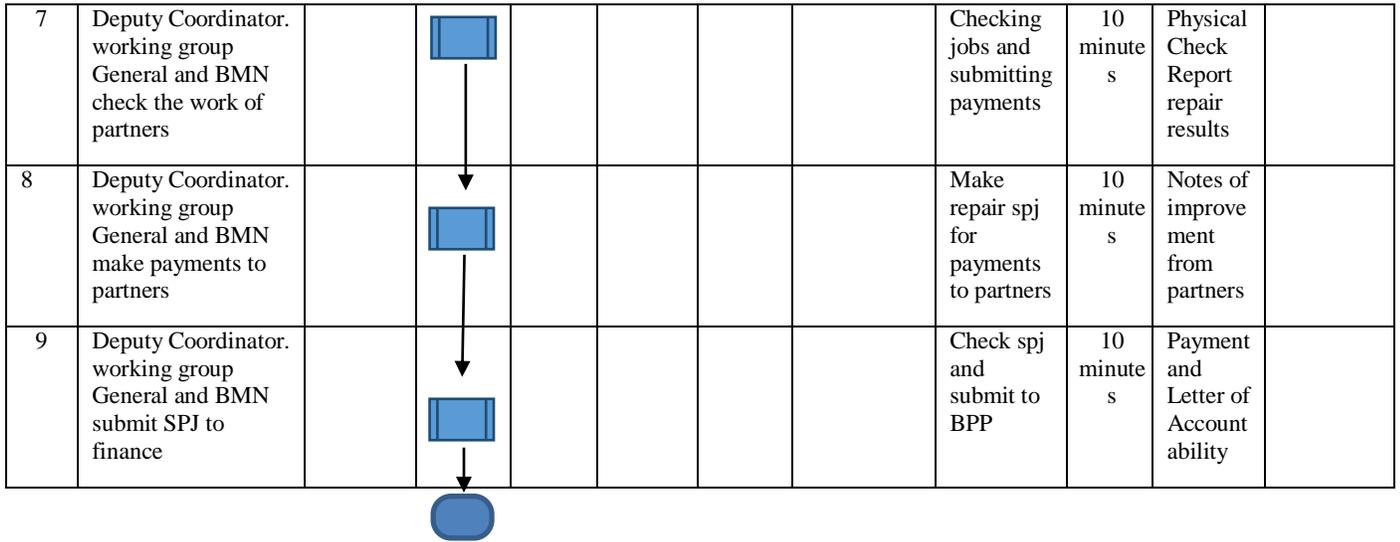
7	General Staff and BMN return the loan guarantee to the applicant							Identity as collateral	10 minutes	Returns as Guarantee and items are kept in good condition	
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12. SOP for Maintenance of Inventory Items

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 12. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Goods Maintenance Inventory	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 		<ol style="list-style-type: none"> 1. Applying for repair of State Property 2. Check the physical and condition of State Property periodically 3. Submitting the number of State Property for repair 4. Applying for maintenance and repair of State Property 	
LINKAGES		EQUIPMENT GEAR	
		<ol style="list-style-type: none"> 1 Computer 2 Stationary 3 Printer 4 Computer Repair Tools 5 Electrical Installation Repair Tools 	<ol style="list-style-type: none"> 6 Network Installation repair tool 7 Office equipment repair tools
WARNING		RECORDING AND COLLECTION	
If this SOP is not implemented, it poses a risk to the learning process at the Faculty		Saved as electronic and manual data	

SOP FOR MAINTENANCE OF INVENTORY GOODS

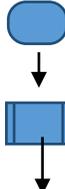
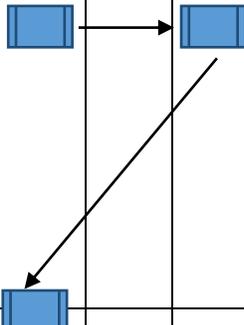
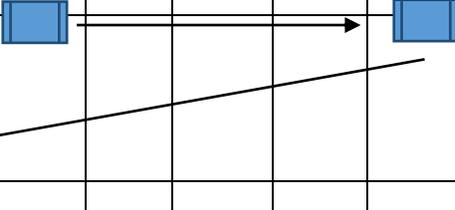
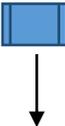
No	Activity	Executor					Raw Quality			Information	
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	Coord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time		Output
1	Deputy Coordinator. working group General and BMN conduct a comprehensive data collection of the goods to be repaired							Paper, Stationery	1 hour	Repair Application Form	Estimating repairs
2	Deputy Coordinator. working group General and BMN make a recapitulation of the number of inventory items to be repaired.							DBR	1 hour	The data contains the number of Items	Going around while doing a physical check
3	Deputy Coordinator. working group General and BMN consult with Koord. Working Group for Administration and Deputy Dean II regarding inventory maintenance plans							Make rcn repair damaged goods	10 minutes	Acc Submission of repairs by the Leader	
4	Deputy Dean II gave recommendations for maintenance of inventory items to the Coord. Working Group for Administration							Memo down	5 Minute	Second Vice Dean's Memo for Repair	
5	Deputy Coordinator. working group General and BMN appoint partners after first considering the partner's offer and being approved by the Coord. Working Group for Administration and Deputy Dean I							Checking partners and offers	10 minutes	Result of Partner appointment	
6	Partners carry out the work and after completion it is submitted to the Deputy Coord. working group General and BMN							Checking job evaluation results	7 Minute	State property that has been repaired	



13. SOP for the Procurement of Goods and Services up to 50 million

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 13. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
	SOP NAME	: Procurement of goods and services up to 50 million	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. UU no. 20 of 2003 concerning the National Education System 2. Government Regulation No. 60 of 1999 concerning Higher Education 3. Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4. Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 		<ol style="list-style-type: none"> 1. Propose the procurement of goods and services at the Faculty 2. Submit purchases of goods and services online to the University 3. Conduct an examination through From (BAST) submitted by the Faculty through LPSE 4. Archive documents for the procurement of State-Owned Goods 	
LINKAGES		EQUIPMENT GEAR	
		<ol style="list-style-type: none"> 1 Computer 2 Internet 3 Printer 4 Stationary 	
WARNING		RECORDING AND COLLECTION	
If this SOP is not implemented, the procurement process will not be optimal		Saved as electronic and manual data	

SOP FOR PROCUREMENT OF GOODS AND SERVICES

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	Coord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN record the need for goods from the Department/section							Make a needs plan	1 hour	Procurement needs data	
2	Deputy Coordinator. working group General and BMN make a recapitulation of the Faculty's material needs, to be consulted with the Coord. Working Group for Administration and Deputy Dean II.							The steel officer enters the procurement plan	1 hour	Procurement agreement for the required goods	
3	Deputy Coordinator. working group General and BMN coordination with the Faculty procurement team for procurement of goods							Check the procurement process	1 hour	Detailed information about the items to be held	
4	The Goods procurement team coordinates with BPP regarding available funds and payments							Fund readiness	1 day	Procurement Fund planning results	
5	The University Procurement Team appoints partners to carry out procurement at the Faculty							Appointment of a partner from the University	4 days	Designated Partner	
6	Partners complete the requirements and submit RAB for the proposed goods							Partners prepare the price of goods	1 day	Submission of RAB	
7	The goods procurement team holds a price quote from the partner's RAB							Making RAB and	3 hours	Bid	

8	Partners look for goods and hand them over to the Goods Procurement Team	 ↓						Item specification	2 days	Procurement goods come	
9	The procurement team checks the conformity of the goods specifications	 ↓						PNB Fak Team	35min	Physical check and condition of goods	
10	The Goods Procurement Team makes Minutes of the Handover of Goods	 ↓						Checked and researched BAST	10 minutes	BAST Form which has been signed by the Consignee	
11	The Goods Procurement Team makes Financial SPJ	 ↓						Making SPJ	7 minutes	Financial SPJ	
12	The goods procurement team handed over the goods to the SIMAK-BMN operator	 ↓						Check item condition	15 minutes	Input Procurement Items	
13	The SIMAK-BMN operator provides the codification of inventory items and submits them to the Deputy Coord. working group General and BMN	 ↓						Labeling all items	2 hours	Report and Item Code	
14	SIMAK operators keep procurement notes as activity documents	 ↘						Inputting to Listen to BMN	10 minutes	SP2D Archiving	
15	Deputy Coordinator. working group General and BMN consult Koord. Working Group for Administration and World War II for the distribution of goods according to the request of the Department/section	 →		→		↓		Distribution of procurement goods	3 hours	Items have been delivered in good condition	

14. SOP for Inventory Item Coding

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 14. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME	: Item Coding Inventory		
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> 1 UU no. 20 of 2003 concerning the National Education System 2 Government Regulation No. 60 of 1999 concerning Higher Education 3 Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4 Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 		<ol style="list-style-type: none"> 1 Perform inventory item coding 2 Record the existence and condition of goods in the Faculty 3 Record the flow of moving from one place to another in the Faculty 	
LINKAGES		EQUIPMENT GEAR	
		<ol style="list-style-type: none"> 5 Computer 6 Internet 7 Printer 8 Stationary 	
WARNING		RECORDING AND COLLECTION	
If this SOP is not implemented, the inventory storage process is at risk of losing goods.		Saved as electronic and manual data	

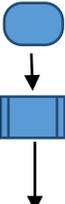
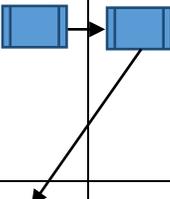
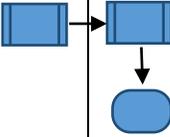
SOP CODEVICATION OF INVENTORY GOODS

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN receive goods from the Procurement Team		 ↓ 					Stationary	10 minutes	BAST from the receipt of goods	
2	SIMAK-BMN operators receive goods from the Faculty/University Procurement Team							Computer	10 minutes	Registration of newly arrived State Property	
3	The SIMAK-BMN operator inputs into the SIMAK-BMN application							Computer, Internet	10 minutes	State Property Database	
4	SIMAK-BMN operators classify goods according to type/specification							Computer database	1 hour	Detail Specifications according to the classification of the type of goods	
5	The SIMAK-BMN operator makes a list and determines the number/code for each item according to its specifications							Application laptop see BMN	1 day	Item code in the form of a sticker / label	
6	SIMAK-BMN operators make item code labels to be affixed to inventory items							Sticker	1 day	Stickers / Labels are attached to each item	To facilitate the process of finding goods
7	SIMAK-BMN operator updates the Room Goods List (DBR)	 ↓ 						Updating item data	Periodic	Reports on the results of physical checks on State Property on a regular basis	

15. SOP for Guest Service Leaders

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 15. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME	: Guest Service Leader		
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:		
<ol style="list-style-type: none"> 1 UU no. 20 of 2003 concerning the National Education System 2 Government Regulation No. 60 of 1999 concerning Higher Education 3 Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4 Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> 1 Receiving and inquiring about the interests of guests 2 Fill out the Guestbook 3 Directing the chief guest to wait in the Lobby 4 Forward information on guest needs to the leadership 5 Directing Guests to the intended/intended Leader 		
LINKAGES	EQUIPMENT GEAR		
	<ol style="list-style-type: none"> 1 Guest Book 2 Stationary 3 Computer 4 Printer 		
WARNING	RECORDING AND COLLECTION		
If this SOP is not implemented, then the Guest service process at the Faculty is not optimal.	Saved as electronic and manual data		

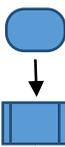
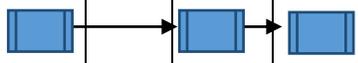
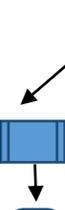
GUEST SERVICE SOP LEADERS

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Guests approach the lobby room to ask the officer for the whereabouts of the leader							Stationary	5 minutes	Information to Guests	
2	Guests fill in the guest book about their needs							Guest Book	10 minutes	Guestbook filling data, Guest Identity	
3	Guests are welcome to enter the designated leadership room according to the queue							Leaders ready to meet	15 minutes	Guests meet the intended Leader	

16. SOP for Faculty Environmental Security Regulations

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	: 16. GENERAL AND BMN.	
	date MAKING	: January 4, 2021	
	date REVISION	:-	
	date EFFECTIVE	: January 18, 2021	
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP 196610201990022001	
SOP NAME	: Security Settings Faculty Environment		
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:		
<ol style="list-style-type: none"> 1 UU no. 20 of 2003 concerning the National Education System 2 Government Regulation No. 60 of 1999 concerning Higher Education 3 Ministry of National Education No. 183/O/2002 on the Statute of the University of Jember 4 Kepmendikbud No. 0175/O/1995 dated July 18, 1995 jo. No. 0275/O/1999 dated October 14, 1999 regarding the Organization and Work Procedures of the University of Jember 	<ol style="list-style-type: none"> 1 Taking care of the Security Post 2 Supervise via CCTV 3 Take action according to field conditions 		
LINKAGES	EQUIPMENT GEAR		
	<ol style="list-style-type: none"> 1 Communication tool 2 CCTV 3 Safety equipment 		
WARNING	RECORDING AND COLLECTION		
If this SOP is not implemented, then the sense of security and the situation is not well controlled.	Saved as electronic and manual data		

FACULTY ENVIRONMENTAL SECURITY SETUP SOP

No	Activity	Executor						Raw Quality			Information
		Executor / Officer	Deputy Coordinator. working group General and BMN	Dean	Vice Dean II	chord. Working Group for Administration	Deputy Coordinator. Working Group on Finance and Personnel	Completeness	Time	Output	
1	Deputy Coordinator. working group General and BMN determine the schedule of security officers							Computer	10 minutes	Security officer schedule	
2	Security officers report guard activities							Mobile (whatsapp)	5 minutes	Maintenance report	
3	Deputy Coordinator. working group General and BMN examine the results of the report and coordinate with the Deputy Dean II and the Coord. Working Group for Administration							Check the situation via CCTV	10 minutes	Coordination result report	
4	Deputy Coordinator. working group General and BMN carry out the results of coordination and apply according to the leadership's direction							Officers are required to go around FEB unej	30 minutes	Security evaluation conditions	
5	Security officers carry out according to the leadership's direction to hand over pickets for each change by reporting							Handover of picket change		Reporting conditions when changing the Faculty Security picket	