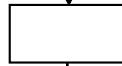|	
MINISTRY OF RESEARCH, TECHNOLOGY, AND HIGHER EDUCATION YOGYAKARTA STATE UNIVERSITY BUREAU OF ACADEMIC, STUDENT, AND INFORMATION AFFAIRS	**SOP NUMBER** : **ISSUE DATE** : **REVISION DATE** : **EFFECTIVE DATE** : **RATIFIED BY** : Head of Bureau of Academic, Student, and Information Affairs Drs. Setyo Budi Takarina, M.Pd. EID 196603141986031002
ACADEMIC AFFAIRS	**SOP NAME** : **REGULAR COMMUNITY SERVICE**
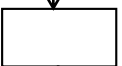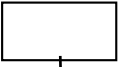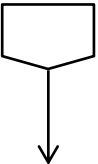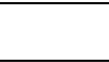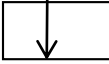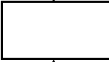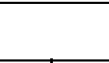
Legal Basis	Implementer's Qualification
1. Regulation of the Minister of National Education of the Republic of Indonesia No.23/2011 on the Organization and Work Procedure of Yogyakarta State University; 2. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia No. 35/2017 on the Statutes of Yogyakarta State University; 3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 71/2017 on the Business Process Map and Standard Operating Procedures in the Scope of Ministry of Research, Technology, and Higher Education; 4. Rector's Regulation No. 13/ 2015 on Yogyakarta State University Academic Regulations	1. Having a minimum of High School Diploma/ D3 (Vocational School Diploma) / S1 (Undergraduate Degree) 2. Being computer literate 3. Having a good level of accuracy and dexterity 4. Having knowledge of Community Service implementation 5. Understanding the regulation on Community Service requirements 6. Having a good communication and service skills
Relevance	**Equipment**
	1. Computer 2. Printer
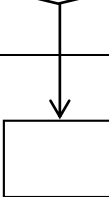
	3. Paper
	4. Ballpoint
	5. Other stationeries
Warning	**Recording and Data Collection**
If SOP is not implemented, the Community Service program may not work accordingly.	Hard copy and soft file documents of the List of Community Service Potential Participants based on the Community Service Period, Community Service Group Plotting, Community Service Location Plotting, and Field Advisor Plotting at the Administration Division of Center for Community Service and Integrated Area Development

SOP FOR REGULAR COMMUNITY SERVICE

No	Procedure Detail	Implementer			Standard			
		Student	The Management of Center for Community Service and Integrated Area Development	Field Advisor	Facilities	Time Allocation	Output	Note
1	Reading the announcement of Regular Community Service registration in Faculties and at lppm.uny.ac.id website	⬭			Computer, Internet Network	20 minutes	Announcement of Community Service registration	
2	Completing online registration at sikkn.lppm.uny.ac.id website (if the requirement has been completed)	▭			Computer, Internet Network	20 minutes	Data of students joining the Community Service	
3	Checking the data of Community Service registrants (Periods of Even, special, odd Community Service)		▭		Computer, Internet Network	30 minutes	Data of registrants in the system	
4	Determining and Plotting the Community Service Location		▭		Computer, Printer	120 minutes	Data of selected community service locations	
5	Plotting the Community Service Students based on the Regular Community Service Period		▭		Computer, Internet Network, Printer	180 minutes	Data of community service students based on periods	
6	Plotting the Field Advisors		▭		Computer, Printer	60 minutes	Data of field advisor plotting	
7	Announcing the plotting of groups, locations, Field Advisor and Community Service Briefing		⬠		Computer, Internet Network, Printer	15 minutes	Data of groups, locations, field advisors, and briefing schedules	

No.	Activity				Equipment/Materials	Time	Output	
8	Joining the Community Service Briefing				Computer, Printer, Stationary, Community Service Manual and Community Service Materials	1 minutes	Results of student community service briefing	
9	Sending Community Service Students to locations				Community Service Letter	1 minute	Results of student community service briefing	
10	Conducting Community Service in the locations (1.5 months)				Computer, Printer, Stationar	1,5 minutes	Results of student community service briefing	
11	Monitoring the Community Service by Field Advisors				Supervision Card	1 minute	Supervision cards signed by field advisors in locations	
12	Monitoring and Evaluating the Community Service				Group and Field Advisor Monitoring Sheet	1 minute	Results of monitoring	
13	Withdrawing Students from Community Service Locations				Withdrawal Letter	120 menit	Students are withdrawn from the community service locations	
14	Reporting Community Service Result (Group and Community Service Program Reports, Group and Individual Priority Articles)				Computer, Printer	1 week	Report of community service result (Group and Community Service Program reports, Group and Individual Priority Articles)	
15	Inputting Community Service Scores by Field Advisors through the score upload system				Computer, Internet Network	20 minutes	Scores of Community Service Course	

16	Cross-checking the submitted reports of Community Service Results and Scores uploaded by Field Advisors				Computer, Internet Network	60 minutes	Data of community service result report and submitted scores	
17	Uploading Community Service Scores through the Academic Information System by Administrative staffs				Computer, Internet Network	60 minutes	Scores of Community Service course	