

Standard Operating Procedure

COLLECTIVE PKM (COMMUNITY SERVICE)
REGISTRATION




Faculty of Economics and Business

Universitas Brawijaya

Malang

2022

IDENTIFICATION SHEET

	UNIVERSITAS BRAWIJAYA	UN10F02HK.01.02.a1067
		2 December 2022
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COLLECTIVE PKM (COMMUNITY SERVICE) REGISTRATION






Process	Person In-Charge			Date
	Name	Position	Sign	
1. Formulation	Ainur Rofiq, SE., MM., Ph.D	Vice Dean I		14 September 2022
2. Examination	Putu Mahardika Adi Saputra, SE., M.Si., MA., Ph.D	Head of Quality Assurance Group		2 December 2022
3. Approvals	Ainur Rofiq, SE., MM., Ph.D	Vice Dean I		2 December 2022
4. Determination	Abdul Ghofar, SE., M.Si., DBA., Ak.	Dean		2 December 2022
5. Control	Ainur Rofiq, SE., MM., Ph.D	Vice Dean I		2 December 2022

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A. Objective

Explaining Collective PKM (Community Service) Registration Procedures.

B. Scope and Associated Units

Starting from preparing the registration schedule for the Recording Staff and filling out the registration form by students to preparing the PKM Collective registration report by the Recording Staff.

C. Scope and Associated Units

Quality standard in Standard Operating Procedure refers to UB Quality Standard and Indonesian National Standard (SNI) Quality Management System (SMM)

D. Related Quality Standards













1. Community service (PKM) is an activity to equip students with special competencies, namely competencies for problems that exist in the community to develop villages.
2. Collective PKM is a PKM activity coordinated by FEB UB.
3. Collective PKM registration is an initial activity carried out by students so they can participate in Community Service activities in that semester according to the desired study plan.
4. K3 (Occupational Safety and Health) is a team whose job is to ensure the safety of every student and other people in the PKM placement village.

E. Procedure Order

1. The Recording Staff makes a Registration Schedule and a List of PKM places
2. Students fill out the registration form according to the schedule
3. Recording staff verifies data and registration files
 - If complete, the data will be recapitulated
 - If it is incomplete, it will be returned/informed to the student
4. Recording staff make groups from PKM participant data
5. Recording Staff announces Group Name List
6. Recording staff making plots for
 - PIC for all PKM places
 - Supervisor for each group

- K3 Team (Occupational Health and Safety)
7. Students elect their respective group leaders
 8. Students report the name of the group leader to the recording staff
 9. Recording staff recap data and making a Collective PKM Registration report

F. Flow Chart

Activity	Implementation		Standard Quality		
	Student	Staff Recording	Requirement	Period	Output
Start					
The Recording Staff makes a Registration Schedule and a List of PKM places			-	1 day	1. Registration Schedule 2. List of PKM Places
Students fill out the registration form according to the schedule			Integrity Pact	1 day	Student Data
Recording staff verifies data and registration files - If complete, the data will be recapitulated - If it is incomplete, it will be returned/informed to the student		  approve	1. Integrity Pact 2. Students Data	2 days	PKM Participant Data
Staf Recording membuat kelompok dari data peserta PKM			PKM Participant Data	1 day	PKM Participant Group Data
Staf Recording membuat pengumuman Daftar Nama Kelompok			PKM Participant Group Data	1 day	Group List Announcement Letter
Recording staff plotting for 1. PIC for all PKM places 2. Supervisor for each group 3. K3 Team (Health)			PKM Participant Group Data	2 days	1. PIC List of PKM Places 2. List of names of supervising lecturers 3. List of K3 team names
Students choose their group leader			PKM Participant Group Data	1 day	Group Leader CV
Students report the name of the group leader to the recording staff			Group Leader CV	1 hari	-
The Recording Staff records data and makes a Collective PKM Registration report			1 PKM Participant Group Data 2. List of names of Group Leaders 3. List of PICs for PKM locations 4. List of names of supervisors 5. List of K3 team names	2 days	Collective PKM Registration Report
Finish					

G.Reference

- A. UB Rector's Regulation No. 16 of 2022 concerning Organizational Structure and Working Procedures of the Faculty of Economics and Business
- B. Universitas Brawijaya Quality Standards
- C. Universitas Brawijaya Minimum Service Standards
- D. UB Rector's Regulation Number 64 of 2022 concerning UB Education Guidelines for the 2022/2023 Academic Year
- E. Regulation of the Dean of the Faculty of Economics and Business UB No. 1 of 2022 concerning Educational Guidelines for the Faculty of Economics and Business, Universitas Brawijaya for the 2022/2023 Academic Year