

# BUSINESS PROCESS

## UIN SALATIGA

Implementation of ISO 21001:2018 in Educational Organizations-  
Management Systems for Educational Organizations  
at Universitas Islam Negeri Salatiga



**Campus 1**

Tentara Pelajar 2 St, Salatiga City,  
Central Java, Indonesia 50721.  
Telp. (0298) 3432784



**Campus 2**

Nakula Sadewa V St, No. 9, Salatiga  
City, Central Java, Indonesia 50722.  
Telp. (0298) 3432784



**Campus 3**

Lingkar Salatiga St. Km. 2, Pulutan,  
Sidorejo, Salatiga City, Central Java,  
Indonesia 50716. Telp. (0298) 323706



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# BUSINESS PROCESS

STATE ISLAMIC UNIVERSITY (UIN) SALATIGA

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STATE ISLAMIC UNIVERSITY (UIN) SALATIGA  
SALATIGA RING ROAD KM.02 SALATIGA TELP. (0298) 323706



UNIVERSITAS ISLAM NEGERI SALATIGA

**KEPUTUSAN REKTOR UNIVERSITAS ISLAM NEGERI SALATIGA  
NOMOR: B- 555/Un.29/KP.00/01/2023  
TENTANG  
PETA PROSES BISNIS  
UNIVERSITAS ISLAM NEGERI SALATIGA  
TAHUN 2023**

**DENGAN RAHMAT TUHAN YANG MAHA ESA  
REKTOR UNIVERSITAS ISLAM NEGERI SALATIGA**

- Menimbang : a. Bahwa untuk melaksanakan program reformasi birokrasi di lingkungan Universitas Islam Negeri Salatiga, perlu dilakukan upaya peningkatan efektivitas, efisiensi dan produktivitas pelaksanaan tugas di lingkungan Universitas Islam Negeri Salatiga;
- b. Bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a di atas perlu menetapkan Keputusan Rektor tentang Peta Proses Bisnis Universitas Islam Negeri Salatiga Tahun 2023;
- Mengingat : 1. Undang-Undang RI Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional;
2. Undang-Undang RI Nomor 14 Tahun 2005 tentang Guru dan Dosen;
3. Undang-Undang RI Nomor 12 Tahun 2012 tentang Pendidikan Tinggi;
4. Peraturan Pemerintah RI Nomor 57 Tahun 2021 tentang Standar Nasional Pendidikan;
5. Peraturan Pemerintah RI Nomor 37 Tahun 2009 tentang Dosen;
6. Peraturan Pemerintah RI Nomor 46 Tahun 2019 tentang Pendidikan Tinggi Keagamaan;
7. Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi RI Nomor 03 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi;
8. Peraturan Menteri Agama RI Nomor 72 Tahun 2022 tentang Organisasi dan Tata Kerja Kementerian Agama;
9. Peraturan Menteri Agama RI Nomor 79 Tahun 2022 tentang Organisasi dan Tata Kerja Universitas Islam Negeri Salatiga;
10. Peraturan Menteri Agama RI Nomor 86 Tahun 2022 tentang Statuta Universitas Islam Negeri Salatiga;
11. Keputusan Menteri Agama Republik Indonesia Nomor 1364- Tahun 2021 Tentang Peta Proses Bisnis Kementerian Agama;
11. Keputusan Menteri Agama RI Nomor: 024068/B.II/2022 tentang Pengangkatan Rektor UIN Salatiga;

**M E M U T U S K A N**

- Menetapkan : **KEPUTUSAN REKTOR PETA PROSES BISNIS UNIVERSITAS ISLAM NEGERI SALATIGA TAHUN 2023**

- Kesatu : Mengesahkan Peta Proses Bisnis Universitas Islam Negeri Salatiga sebagaimana tercantum dalam lampiran yang merupakan bagian tidak terpisahkan dari Keputusan ini;
- Kedua : Keputusan ini berlaku sejak tanggal ditetapkan dengan ketentuan apabila di kemudian hari ternyata terdapat kekeliruan dalam keputusan ini akan diadakan perubahan dan perbaikan sebagaimana mestinya.

Ditetapkan di : Salatiga  
Pada tanggal : 20 Januari 2023  
REKTOR



Alhamdulillahirobbil'alamin, praise be to Allah SWT. for the abundance of His blessings and mercy so that the State Islamic Institute (IAIN) Salatiga can compile and complete the Business Process Map of UIN Salatiga. Prayers and greetings may always be bestowed upon the Prophet Muhammad (peace be upon him) whom we always hope for intercession in the end times.

The IAIN Salatiga Business Process Map is a follow-up to the Decree of the Minister of Religious Affairs of the Republic of Indonesia Number 270 of 2016 concerning the Religious Meter Business Process Map. The Business Process Map of UIN Salatiga illustrates the effective and efficient working relations between organizational units at UIN Salatiga. With the preparation of the IAIN Salatiga Business Process Map, it is expected that the organization's future performance will be more planned and systematic by the functions and objectives of each organizational unit.

Business process maps are important assets for organizations that contain information in a single organizational document so that its preparation involves all elements of the organization. The involvement of all aspects of the organization in the preparation of business process maps serves to ensure the accuracy and completeness of the business processes described. Based on the regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 19 of 2018, the business process map is a reference for government agencies to describe effective and efficient working relationships between organizational units to produce performance by the objectives of the establishment of the organization to produce value-added outputs for stakeholders.

Bureaucratic reform is a planned and systematic effort to change the structure, system, and values in government for the better than before. The effectiveness and efficiency of bureaucracy is closely related to the business processes used by bureaucracy in producing outputs and *outcomes*. Convoluting business processes and overlapping between one organizational unit and another organizational unit will make the organization slow to work. Thus, each organizational unit needs a business process map that is able to describe the business processes carried out by the organization in achieving the vision, mission, and goals of the organization.

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## CHAPTER 1 INTRODUCTION

### A. Background

UIN Salatiga as a university has institutional duties and functions under the Ministry of Religious Affairs of the Republic of Indonesia. Every decision issued by UIN Salatiga is guided by regulations from the Ministry of Religious Affairs of the Republic of Indonesia. As a follow-up to the Decree of the Minister of Religious Affairs of the Republic of Indonesia Number 270 of 2016 concerning the Business Process Map of the Religious Meter, the Business Process Map of UIN Salatiga was prepared. Business process maps are important assets for organizations that contain information in a single organizational document, so its preparation involves all elements of the organization. The involvement of all aspects of the organization in the preparation of business process maps serves to ensure the accuracy and completeness of the business processes described. Based on the regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 19 of 2018, the business process map is a reference for government agencies to describe effective and efficient working relationships between organizational units to produce performance following the objectives of the establishment of the organization to produce value-added outputs for stakeholders.

ReBureaucratic formation is a planned and systematic effort to change the structure, system, and values in government for the better than before. The effectiveness and efficiency of bureaucracy is closely related to the business processes used by bureaucracy in producing outputs and *outcomes*. Convolutated business processes and overlapping between one organizational unit and another organizational unit will make the organization slow to work. Thus, each organizational unit needs a business process map that is able to describe the business processes carried out by the organization in achieving the vision, mission, and goals of the organization. Through business process mapping, answers will be obtained as to why the organizational structure should be formed.

The Business Process Map of UIN Salatiga illustrates the effective and efficient working relations between organizational units at UIN Salatiga. With the preparation of a business process map, it is expected that the performance of each organizational unit at UIN Salatiga is by the objectives of the establishment of the organization and produces increasing quality outputs. It is hoped that with the preparation of the UIN Salatiga Business Process Map, service users will be made easier. The service users in question are the academic community, government, society, and the world of work. Meanwhile, the output of the preparation of the IAIN Salatiga Business Process Map is institutional strengthening and manual systems, increasing human resource capacity, developing facilities and infrastructure, and expanding and improving services.

occurs within an organization into large groups of activities that we refer to as business process maps. From this business process map, it can then be detailed into a business process sub-map and then into SOPs and work instructions. SOP documents are documents that regulate the procedures for how a process is completed thoroughly in providing added value to its output. Therefore, an SOP document contains norms and criteria that explain how, who, and what results are manifested in the series of activities that involve cross-functions in the organization. To be able to ascertain who are the actors involved in a group, the process needs to be identified first in the *relationship map*. *Relationship Map* is a map that illustrates the input-output relationship (*supplier-customer*) between parts in an organization, be it between institutions, faculties, or units. Information obtained from the Relationship Map includes: 1) what is produced by the relevant organization (products and services), 2) how the flow of work crosses functional boundaries (cross-functional work), and 3) *supplier-customer* relationships both internal and external used to provide or receive products and services.

## **B. Legal Basis**

1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System;
2. Law Number 14 of 2005 concerning Teachers and Lecturers;
3. Law Number 12 of 2012 concerning Higher Education;
4. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education;
5. Regulation of the Minister of Religious Affairs Number 80 of 2013 Amendments to PMA Number 10 of 2010 concerning Organization and Work Procedures of the Ministry of Religious Affairs;
6. Presidential Regulation Number 88 of 2022 concerning the Change of IAIN Salatiga to UIN Salatiga;
7. Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 79 of 2022 concerning Organization and Work Procedures of UIN Salatiga;
8. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Number 3 of 2016 concerning Organization and Work Procedures of the Ministry of State Apparatus Empowerment and Bureaucratic Reform;
9. Regulation of the Minister of Religious Affairs Number 86 of 22 concerning the Statute of UIN Salatiga Decree of the Minister of Religious Affairs of the Republic of Indonesia Number 270 of 2016 concerning the Business Process Map of the Religious Meter Year 2018 concerning the Preparation of Business Process Maps for Government Agencies.



12. Decree of the Rector of UIN Salatiga Number: B-555/Un.29/KP.00/01/2023 concerning the Business Process Map of UIN Salatiga in 2023

### **C. Purpose and Purpose**

The preparation of the Business Process Map is intended as a reference for each government agency to compile a business process map within government agencies to implement the vision, mission, goals, and strategies of the organization. The objectives of the preparation of the UIN Salatiga Business Process Map in 2022 are as follows:

1. For government agencies to be able to carry out their duties and functions effectively and efficiently. In addition, it can easily communicate both to internal and external parties about the business processes carried out to achieve the vision, mission, and goals.
2. To be the basis for strategic decision making related to organizational development and human resources, as well as performance appraisal.

### **D. Benefit**

The benefit of preparing a Business Process Map is to see potential problems that exist in the implementation of a process so that the solution to process improvement is more focused, and has standards for the implementation of work so that it is easier to control and maintain the quality of work implementation. The benefits of UIN Salatiga Business Process Map are as follows:

1. Facilitating the realization of the Tridharma UIN Salatiga,
2. Work and cost efficiency and optimization of profits and expediency,
3. Improve capabilities in the development of UIN Salatiga, and
4. The realization of service professionalism and public accountability

### **E. Scope**

The scope of preparing this business process map includes all activities within UIN Salatiga carried out by all elements of the UIN Salatiga organization by the strategic plan document and organizational work plan.

## **CHAPTER 2**

### **VISION, MISSION, AND OBJECTIVES OF UIN SALATIGA**

#### **A. UIN Salatiga Vision**

The year 2045 becomes a center of excellence for Islamic moderation, pioneering science, technology, and art for the nobility of human dignity

#### **B. UIN Salatiga Mission**

1. Blending, harmonizing, and developing revelation-based science with ratio-based science and reality, for the benefit, welfare, and dignity of humanity;
2. Increase relevance, quality, and creativity in research, and scientific publications;
3. Increase the capacity of credible, accountable, and competitive institutions (Fifth and Sixth Missions).

#### **C. Purpose of UIN Salatiga**

1. Strengthening the quality of religious moderation at UIN Salatiga by developing students' potential to become human beings who believe and fear God Almighty;
  2. Increasing students in obtaining quality Higher Education services through the implementation of the Tridharma of Higher Education by applying Islamic values for the progress of the nation;
  3. Increasing Islamic Education graduates who are productive and have comparative competitiveness; who master branches of Science and / or Technology based on Islamic values;
  4. Improving the bureaucratic culture of governance and governance in the clean, serving, and responsive environment of UIN Salatiga.
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## CHAPTER 3 RESULTS OF THE PREPARATION OF UIN SALATIGA BUSINESS PROCESS MAP

### A. Interlevel Mapping of UIN Salatiga Organizational Process

The mapping of UIN Salatiga organizational process levels can be described as follows:

Levels	Stages
Level 0	Main processes
Level 1	Key processes
Level 2	Subprocesses
Level 3	Subprocesses
Level 4	Technical process
Level 5	Technical subprocesses
Level 6	SOUP

### B. IAIN Salatiga Business Process Map

UIN Salatiga's business process map contains 2 strategic plans, namely implementing the Tridharma of Higher Education and providing management support and implementation of technical tasks. Here are the details of the business process map in each strategic plan:

#### 1. Implementing the Tridharma of Higher Education

The implementation of the Tridharma of Higher Education will be carried out through 2 key processes, namely carrying out academic, vocational, and professional education through research and community service at the faculty and postgraduate levels. The two key processes will then be processed in 5 stages: subprocess, subprocess, technical process, technical subprocess, and SOP. The following are the details of the process of implementing the Tridharma of Higher Education.

1.1 Carry out academic, vocational, and professional education through research and community service at the faculty level.

The implementation of the key processes above is then carried out in the subprocess stage. The following is the arrangement of subprocess stages until the formation of SOPs in the context of implementing academic, vocational, and professional education through research and community service at the faculty level:

1.1.1 Carry out education and teaching

The implementation of education and teaching is a subprocess of the key process Subprocesses Point first Inl then Continued at Subprocess stages in the form of:

1.1.1.1 Develop curriculum

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The stage of compiling the curriculum is a subsubprocess of the first  
The subprocess of this first point is further described in 3 technical  
processes, namely:

- 1) Designing the curriculum,
- 2) Develop curriculum, and
- 3) Conduct curriculum *reviews*.

The three technical processes above produce SOPs in the  
implementation of curriculum preparation at the faculty level at UIN  
Salatiga.

#### 1.1.1.2 Carrying out lecture activities

The stage of implementing lecture activities is a subsubprocess of the  
second point. This second point subsubprocess is further described in 5  
technical processes, namely:

- 1) Determine the courses offered in the semester that will start  
The determination of courses offered in the semester to begin is  
manifested in a technical subprocess in the form of proposing courses  
offered in the semester that will begin.
- 2) Assign course supervisors  
The determination of course supervisors is manifested in a technical  
subprocess in the form of drafting course supervisors.
- 3) Arrange lecture schedules
- 4) Implementing student programming  
Student programming is realized in a technical subprocess in the form  
of student KRS and KHS attestation.
- 5) Carrying out lecture activities  
The implementation of lecture activities is realized in technical  
subprocesses in the form of:
  - 5.1 Distributing syllabus to course lecturers,
  - 5.2 Prepare a Lecturer Activity Plan, and
  - 5.3 Guiding the preparation of RPP and SAP by course lecturers.The five technical processes above produce SOPs in the  
implementation of lecture activities at the faculty level at UIN Salatiga.

#### 1.1.1.3 Planning the implementation of practicum in courses

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Planning stage of practicum implementation in courses

is a subprocess of the third point. This third point subprocess is further described in a technical process, namely the implementation of practicum in the course. The technical process is manifested in technical sub-processes in the form of implementing practicum in the course. This series of technical processes resulted in SOPs for planning the implementation of practicum in courses at the faculty level at UIN Salatiga.

1.1.1.4 Carry out planning, implementation, and supervision of UTS and UAS

The implementation stage of planning, implementing, and supervising UTS and UAS is a sub-process of the fourth point. This fourth point subprocess is further described in a technical process, namely monitoring the implementation of UTS and UAS. The technical process is manifested in technical sub-processes in the form of collecting test scores. This series of technical processes resulted in SOPs in planning, implementing, planning, implementing, and supervising UTS and UAS at the faculty level at IAIN Salatiga.

1.1.1.5 Carry out planning, organizing, and supervising the Final Examination

The stage of planning, organizing, and supervising the Final Examination is a sub-process of the fifth point. This fifth point subprocess is further described in 3 technical processes, namely:

1) Monitor the quality of student theses

Monitoring the quality of student theses is manifested in a technical subprocess in the form of approving the title and theme of the student thesis.

2) Appoint thesis supervisors

The determination of thesis supervisors is manifested in a technical subprocess in the form of conducting a thesis proposal seminar.

3) Compile and assign thesis examiners

The preparation and determination of thesis examiners is manifested in a technical subprocess in the form of preparing a thesis examiner plan.

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The three technical processes above produce SOPs in implementation planning, organizing, and supervising Final Examinations at the faculty level at UIN Salatiga.

1.1.1.6 Plan, organize and evaluate the educational and teaching process

The planning, organizing, and evaluating of the education and teaching process is the sixth subprocess point. The subprocess of this sixth point is further described in 4 technical processes, namely:

- 1) Formulate and evaluate the qualifications and competencies of lulusan The formulation and evaluation of qualifications and competencies of lulusan is manifested in a technical subprocess in the form of proposing qualifications and competencies.
- 2) Formulate quality standards for undergraduate program education and curriculum evaluation and development
- 3) Carry out the development of study programs
- 4) Planning reference/library collection needs  
Planning the needs of reference collections/libraries is realized in a technical subprocess in the form of proposing the needs of reference collections/libraries.

The four technical processes above produce SOPs in planning, organizing, and evaluating the education and teaching process at the faculty level at UIN Salatiga.

1.1.1.7 Planning reporting of academic activities

The planning stage of reporting academic activities is a subprocess of the seventh point. This seventh point subprocess is further described in 2 technical processes, namely:

- 1) Determining academic implementation budget needs Determining academic implementation budget needs is realized in a technical subprocess in the form of proposing academic implementation budget needs.
- 2) Monitor the creation of academic activity reporting  
Monitoring the making of reporting on academic activities is realized in a technical subprocess in the form of making reporting on academic activities.

The two technical processes above produce SOPs in planning the reporting of academic activities at the faculty level at UIN Salatiga.

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The monitoring and evaluation stage of student academics is the eighth sub-process point. This eighth point subprocess is further described in 2 technical processes, namely:

1) Carry out the assignment of guardian lecturers

The implementation of the assignment of guardian lecturers is manifested in a technical subprocess in the form of conducting student consultations with guardian lecturers.

2) Coaching outstanding students

Outstanding student development activities are realized in a technical subprocess in the form of investing outstanding students.

The two technical processes above produce SOPs in monitoring and evaluating student academics at the faculty level at IAIN Salatiga.

1.1.1.9 Conducting ilmu Assessment and development through academic practice

The assessment and development stage of ilmu through academic practice is the ninth subprocess point. This ninth point subprocess is further described in 2 technical processes, namely:

1) Planning collaborative activities with other parties in the implementation of academic practice, and

2) Carry out the implementation of field experience practice.

The two technical processes above produce SOPs in ilmu assessment and development activities through academic practice at UIN Salatiga

1.1.2 Carry out research and development of science and technology The implementation of research and development of science and technology is a subprocess of key process 1.1. This second point subprocess is then continued at the subprocess stage in the form of:

1.1.2.1 Planning and implementing research activities by lecturers

Planning activities and implementation of research activities by lecturers are subprocesses. These subprocesses are further described in 3 technical processes, namely:

1) Making a *grand design* research department,

2) Direction of research activities by lecturers, and

3) Coordination of research activities within the department

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Coordination of research activities within the department is realized  
In the technical subprocess in the form of an inventory of lecturer  
research results, in the form of research, books, and journals.

The three technical processes above produce SOPs in planning activities  
and implementing research activities at the faculty level at UIN Salatiga.

### 1.1.3 Carry out community service

The implementation of community service is a subprocess of key process 1.1.  
This third point subprocess is then continued at the subprocess stage in the  
form of:

#### 1.1.3.1 Planning and implementing community service activities by lecturers

The planning and implementation of community service activities by  
lecturers is a subprocess. The sub-process of the first point is further  
described in 2 technical processes, namely:

1) Manufacture *Grand Design* community service majoring in Making  
*Grand Design* Devotion community The Department is manifested in a  
technical subprocess in the form of implementing cooperation with  
partner institutions in community service.

2) Briefing of community service activities by lecturers Briefing Activities  
Devotion community by Lecturers are manifested in technical  
subprocesses in the form of:

1.1 Coordination of community service activities within the  
study program, and

1.2 Inventory of the results of lecturer community service.

The two technical processes above produce SOPs in community service  
implementation activities at the faculty level at UIN Salatiga.

### 1.1.4 Carry out academic community development

The implementation of academic community development is a subprocess of key  
process 1.1. The fourth point of subprocess is then continued at the  
subprocess stage in the form of:

#### 1.1.4.1 Implement and plan lecturer development

The implementation and planning stages of lecturer development are  
subprocesses. This subprocess is further described in a technical  
process, namely coaching planning, and

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lecturer development. The technical process is embodied in Technical subprocesses that inventory the development and achievements of lecturers. This series of technical processes resulted in SOPs in planning lecturer development at the faculty level at UIN Salatiga.

1.1.5 Carry out general administration, academic, student affairs, planning, finance and reporting services

Implementation of general administration, academic, student affairs, planning, financial and reporting subprocess services of key processes 1.1. The fourth point of subprocess is then continued at the subprocess stage in the form of:

1.1.5.1 Carry out general administration and personnel

The stage of implementation of general administration and personnel is a subprocess of the first point. The subprocess of this first point is further described in 6 technical processes, namely:

1) Carry out administrative affairs

The implementation of administrative affairs is manifested in technical subprocesses in the form of:

1.1 Carry out archivist affairs and service and maintenance of documents/archives,

1.2 Carry out the management, service and administration of official travel, and

1.3 Carry out and plan administrative affairs.

2) Carry out personnel administration services

Implementation administration Personnel Realized In technical subprocesses in the form of:

2.1 Carry out employee development affairs,

2.2 Carry out the affairs of energy evaluation,

2.3 Implement Management material Personnel and strictness,

2.4 Carry out administrative and documentation management, and

2.5 Carry out administrative affairs.

3) Carry out public relations

The implementation of public relations is manifested in technical subprocesses in the form of:

3.1 Do Setup administration collaborate and development of institutions, and

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4) Carry out BMN management

The implementation of community BMN management is manifested in technical subprocesses in the form of:

- 4.1 Plan and manage inventory affairs,
- 4.2 Planning and managing BMN, and
- 4.3 Planning and implementing goods and services analysts.

5) Carrying out household affairs

Implementation of business Housekeeping Realized In technical subprocesses in the form of:

- 5.1 Plan necessity, and Use household affairs,
- 5.2 Supervise and maintain infrastructure,
- 5.3 Carry out household administration,
- 5.4 Carry out the management and maintenance of machine technicians in the UINAR environment,
- 5.5 Carry out campus security and control,
- 5.6 Carry out the functions of the receptionist,
- 5.7 Carry out the duties of office attendants,
- 5.8 Plan and manage official vehicles, and
- 5.9 Plan and manage banquet affairs within the university.

6) Carry out information system management

The implementation of information system management is realized in technical subprocesses in the form of:

- 6.1 Revamping and maintaining the academic information system (SIKAD), and
- 6.2 Revamping and maintaining the employee information system (SIMPIS).

The six technical processes above produce SOPs in the implementation of general administration and personnel at the faculty level at UIN Salatiga.

1.1.5.2 Carry out planning, accounting and finance

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The second point subprocess. The subprocess of this second point is further described in 3 technical processes, namely:

1) Carry out academic administrative services

The implementation of academic administrative services is manifested in technical subprocesses in the form of:

- 1.1 Managing academic information,
- 1.2 Carry out academic administration, and
- 1.3 Perform academic services.

2) Administering research and community service

The implementation of administering research and community service is manifested in technical subprocesses in the form of:

- 2.1 Carry out the affairs of the treasurer of admissions,
- 2.2 Carry out the affairs of the expenditure treasurer,
- 2.3 Carry out the affairs of the treasurer of auxiliary expenditures, and
- 2.4 Carry out budget and treasury data processing.

3) Carry out the administration of student and alumni affairs  
Implementation Administration Student, and Alumni are manifested in technical subprocesses in the form of:

- 3.1 Carry out the preparation of financial statements,
- 3.2 Carry out administration and documentation management, and
- 3.3 Carry out financial verification.

The three technical processes above produce SOPs in the implementation of planning, accounting and finance at the faculty level at IAIN Salatiga.

1.1.5.3 Carrying out academic, student, and alumni affairs

The implementation stage of academic, student, and alumni affairs is a subprocess of the second point. The subprocess of this second point is further described in 3 technical processes, namely:

1) Carry out academic administrative services

The implementation of academic administrative services is manifested in technical subprocesses in the form of:

- 1.1 Managing academic information,
- 1.2 Carry out academic administration, and



- 2) Administering research and community service
- 3) Carrying out student and alumni administration The implementation of student administration is manifested in technical subprocesses in the form of:

- 1.4 Conduct student administration, fostering student talents and interests, and

- 1.5 Conducting administration and empowerment of alumni.

The three technical processes above produce SOPs in the implementation of academic, student and alumni affairs at the faculty level at UIN Salatiga.

- 1.2 Carry out academic, vocational, and professional education through research and community service at the postgraduate level.

The implementation of the key processes above is then carried out in the subprocess stage. The following is the arrangement of subprocess stages until the formation of SOPs in the context of implementing academic, vocational, and professional education through research and community service at the postgraduate level:

- 1.2.1 Carry out education and teaching

The implementation of education and teaching is a subprocess of the key process 1.2. Subprocesses Points first Ini then Continued at Subprocess stages in the form of:

- 1.2.1.1 Develop the Postgraduate curriculum

The stage of compiling the curriculum is a subsubprocess of the first point. The subprocess of this first point is further described in 3 technical processes, namely:

- 1) Designing the curriculum,
- 2) Develop curriculum, and
- 3) Conduct curriculum *reviews*.

The three technical processes above produce SOPs in the implementation of curriculum preparation at the postgraduate level at UIN Salatiga.

- 1.2.1.2 Carrying out Postgraduate lecture activities

The stage of implementing lecture activities is a subsubprocess of the second point. This second point subsubprocess is further described in 5 technical processes, namely:

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Started

The determination of courses offered in the semester to begin is manifested in a technical subprocess in the form of proposing courses offered in the semester that will begin.

2) Assign course supervisors

The determination of course lecturers is manifested in technical subprocesses in the form of:

2.1 Make a *draft* of course lecturers,

2.2 Make a Decree of the Postgraduate Director regarding Course Lecturers,

2.3 Distribute Letter Decision Director Postgraduate about Course Lecturers, and

2.4 Make a Decree of the Postgraduate Director regarding Tutorial Course Lecturers.

3) Arrange lecture schedules

The preparation of lecture schedules is manifested in technical subprocesses in the form of:

3.1 Draft lecture schedules, and

3.2 Confirm the willingness of the course lecturer.

4) Implementing student programming

The implementation of student programming is manifested in a technical subprocess in the form of student KRS and KHS attestation.

5) Carrying out lecture activities

The implementation of lecture activities is manifested in technical subprocesses in the form of:

5.1 Distributing syllabus to course lecturers,

5.2 Prepare a Lecturer Activity Plan, and

5.3 Guiding the preparation of RPP and SAP by course lecturers.

The five technical processes above produce SOPs in the implementation of lecture activities at the postgraduate level at UIN Salatiga.

1.2.1.3 Plan Maintenance Practicum deep eye Postgraduate courses

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Planning stage of practicum implementation in courses

is a subprocess of the third point. This third point subprocess is further described in a technical process, namely the implementation of practicum in the course. The technical process is manifested in technical sub-processes in the form of practicum implementation in the course. This series of technical processes resulted in SOPs for planning the implementation of practicum in courses at UIN Salatiga.

1.2.1.4 Carry out planning, implementation, and supervision of UTS and UAS

The implementation stage of planning, implementing, and supervising UTS and UAS is a sub-process of the fourth point. This fourth point subprocess is further described in a technical process, namely monitoring the implementation of exam monitoring (Final Semester Exam and Thesis Proposal Exam). The technical process is manifested in technical sub-processes in the form of collecting test scores (Final Semester Examination and Thesis Proposal Exam). This series of technical processes resulted in SOPs in planning, implementing, planning, implementing, and supervising UTS and UAS at the postgraduate level at UIN Salatiga.

1.2.1.5 Carry out planning, organizing, and supervising the Final Examination

The stage of planning, organizing, and supervising the Final Examination is a sub-process of the fifth point. This fifth point subprocess is further described in 3 technical processes, namely:

1) Monitor the quality of student theses

Monitoring the quality of student theses is manifested in a technical subprocess in the form of approving the title and theme of the student thesis.

2) Assign thesis supervisors

The determination of thesis supervisors is manifested in a technical subprocess in the form of conducting a thesis proposal seminar.

3) Compile and assign thesis examiners

The preparation and determination of the thesis examiner is manifested in a technical subprocess in the form of preparing a thesis examiner plan.

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The three technical processes above produce SOPs in implementation planning, organizing, and supervising Final Examinations at the postgraduate level at UIN Salatiga.

#### 1.2.1.6 Plan, organize and evaluate the educational and teaching process

The planning, organizing, and evaluating of the education and teaching process is the sixth subprocess point. The subprocess of this sixth point is further described in 4 technical processes, namely:

- 1) Formulate and evaluate the qualifications and competencies of lulusan  
The formulation and evaluation of qualifications and competencies of lulusan is manifested in a technical subprocess in the form of proposing qualifications and competencies.
- 2) Formulate quality standards for undergraduate program education and curriculum evaluation and development  
The formulation of quality standards for undergraduate program education and curriculum evaluation and development is manifested in technical subprocesses in the form of providing curriculum development evaluation instruments.
- 3) Carry out the development of study programs  
The implementation of study program development is manifested in a technical subprocess in the form of drafting study program development activities.
- 4) Planning reference/library collection needs  
Planning the needs of reference collections / libraries is realized in a technical subprocess in the form of proposing the needs of reference collections / libraries.

The four technical processes above produce SOPs in planning, organizing and evaluating the education and teaching process at the postgraduate level at UIN Salatiga.

#### 1.2.1.7 Planning reporting of academic activities

The planning stage of reporting academic activities is a subprocess of the seventh point. This seventh point subprocess is further described in 2 technical processes, namely:

- 1) Determining academic implementation budget needs  
Determining academic implementation budget needs is realized in a technical subprocess in the form of proposing academic implementation budget needs.
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## 2) Monitor the making of academic activity reporting

Monitoring the making of reporting on academic activities is realized in a technical subprocess in the form of making reporting on academic activities.

The two technical processes above produce SOPs in planning reporting academic activities at the postgraduate level at UIN Salatiga.

### 1.2.1.8 Monitoring and evaluating student academics

The monitoring and evaluation stage of student academics is the eighth sub-process point. This eighth point subprocess is further described in 2 technical processes, namely:

#### 1) Carry out clinical study progress activities

The implementation of clinical study progress activities is manifested in technical subprocesses in the form of:

- 1.1 Prepare a clinical schedule of student study progress,
- 1.2 Prepare *draft* reviewers/clinical assistants for study progress,
- 1.3 Make an invitation letter to the reviewer to assist the student's study progress partner, and
- 1.4 Make Clinical Activity Reports Student study progress.

#### 2) Coaching outstanding students

Outstanding student development activities are realized in technical subprocesses in the form of:

- 2.1 Identify outstanding students,
- 2.2 Inviting outstanding students,
- 2.3 Drafting outstanding student coaches,
- 2.4 Create invitation letters for outstanding student coaches, and
- 2.5 Distributing invitation letters for coaching outstanding students.

The two technical processes above produce SOPs in monitoring and evaluating student academics at the postgraduate level at UIN Salatiga.

### 1.2.1.9 Conducting ilmu assessment and development through academic practice

The assessment and development stage of ilmu through academic practice is the ninth subprocess point. This ninth point subprocess is further described in 2 technical processes, namely:

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in the implementation of academic practice

Planning activities for cooperation activities with other parties in the implementation of academic practice are realized in technical subprocesses in the form of:

1.1 Drafting MoUs with domestic agencies, and

1.2 Draft MoU with foreign agencies.

2) Carry out *experiential learning practices*

*Experiential learning implementation activities* are realized in technical subprocesses in the form of:

2.1 Create an *experiential learning schedule*,

2.2 Contact the destination of *experiential learning*,

2.3 Create a list of *experiential learning participants*, and

2.4 Compile a list of *experiential learning supervisors*.

3) Conducting *scientific publication workshops*

The activities of implementing *scientific publication workshops* are manifested in technical subprocesses in the form of:

3.1 Arranging TOR *workshop*,

3.2 Arrange a *workshop* schedule,

3.3 Drafting workshop participants,

3.4 Prepare drafts of workshop resource persons,

3.5 Collect *workshop materials*, and

3.6 Make a *workshop report*.

The three technical processes above produce SOPs in ilmu assessment and development activities through academic practice at the postgraduate level at UIN Salatiga.

1.2.2 Carry out research and development of science and technology The implementation of research and development of science and technology is a subprocess of key process 1.2. This second point subprocess is then continued at the subprocess stage in the form of:

1.2.2.1 Planning and implementing research activities by lecturers

Planning activities and implementation of research activities by lecturers are subprocesses. These subprocesses are further described in 3 technical processes, namely:

1) Making a *grand design* research department,

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### 3) Coordination of research activities within the department

Coordination of research activities within the department is manifested in a technical subprocess in the form of an inventory of lecturer research results, in the form of research, books, and journals. The three technical processes above produce SOPs in planning activities and implementing research activities at the postgraduate level of UIN Salatiga.

### 1.2.3 Carry out community service

The implementation of community service is a subprocess of key process 1.2. This second point subprocess is then continued at the subprocess stage in the form of:

#### 1.2.3.1 Planning and implementing community service activities by lecturers

The stage of implementing community service is a subprocess. These subprocesses are further described in a technical process, namely:

##### 1) Making *the grand design* of community service departments.

The technical process is manifested in technical sub-processes, namely carrying out cooperation with partner institutions in community service.

##### 2) Direction of community service activities by lecturers

Activities implementation Devotion community by Lecturers are manifested in technical subprocesses in the form of:

##### 2.1 Coordinate community service activities within the study program

##### 2.2 Inventory of lecturers' community service results

This series of technical processes resulted in SOPs in planning and implementing community service activities by lecturers at the postgraduate level at UIN Salatiga.

### 1.2.4 Carry out academic community development

The implementation of academic community development is a subprocess of key process 1.2. The fourth point of subprocess is then continued at the subprocess stage in the form of:

#### 1.2.4.1 Planning the coaching and development of lecturers

The implementation and planning stages of lecturer development are subprocesses. These subprocesses are further described in a

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The technical process is manifested in technical subprocesses that inventory the development and achievements of lecturers. This series of technical processes resulted in SOPs in planning lecturer development at the postgraduate level at UIN Salatiga.

1.2.5 Carry out general administration, academic, student affairs, planning, finance, and reporting services.

The service stages of general administration, academic, student affairs, planning, finance, and reporting are subprocesses. These subprocesses are further described in a technical process, namely:

1.2.5.1 Carry out general administration and personnel

The stage of implementation of general administration and personnel is a subprocess of the first point. The subprocess of this first point is further described in 6 technical processes, namely:

1) Carry out administrative affairs

The implementation of administrative affairs is manifested in technical subprocesses in the form of:

1.1 Carry out archivist affairs and service and maintenance of documents/archives,

1.2 Carry out the management, service, and administration of official travel, and

1.3 Carry out and plan administrative affairs.

2) Carry out personnel administration services

The implementation of personnel administration is manifested in technical subprocesses in the form of:

2.1 Carry out employee development affairs,

2.2 Carry out the affairs of energy evaluation,

2.3 Implement Management material Personnel and strictness,

2.4 Carry out administrative and documentation management, and

2.5 Carry out administrative affairs.

3) Carry out personnel administration services

The implementation of personnel administration services is realized in technical subprocesses in the form of:

3.1 Do Setup administration collaborate and development of institutions, and

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4) Implement BMN management

The implementation of community BMN management is manifested in technical subprocesses in the form of:

- 4.1 Plan and manage inventory affairs,
- 4.2 Planning and managing BMN, and
- 4.3 Planning and implementing goods and services analysts.

5) Carrying out household affairs

The implementation of household affairs is manifested in technical subprocesses in the form of:

- 5.1 Planning the needs and use of household affairs,
- 5.2 Supervise and maintain infrastructure,
- 5.3 Carry out household administration,
- 5.4 Carry out the management and maintenance of mechanical technicians in the IAIN Salatiga environment,
- 5.5 Carry out campus security and control,
- 5.6 Carry out the functions of the receptionist,
- 5.7 Carry out the duties of office attendants,
- 5.8 Plan and manage official vehicles, and
- 5.9 Planning and managing banquet affairs within UIN Salatiga.

6) Carry out information system management.

The six technical processes above produce SOPs in general administration, academic, student affairs, planning, finance, and reporting services at the postgraduate level of UIN Salatiga.

1.2.5.2 Carry out planning, accounting, and finance

The stage of implementation of planning, accounting, and finance is a subprocess of the second point. The subprocess of this second point is further described in 3 technical processes, namely:

1) Carry out academic administrative services

The implementation of academic administrative services is manifested in technical subprocesses in the form of:

- 1.1 Managing academic information,
  - 1.2 Carry out academic administration, and
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2) Perform Administration Research and Community Service

The implementation of administering research and community service is manifested in technical subprocesses in the form of:

- 2.1 Carry out the affairs of the treasurer of admissions,
- 2.2 Carry out the affairs of the expenditure treasurer,
- 2.3 Carry out the affairs of the treasurer of auxiliary expenditures, and
- 2.4 Carry out budget and treasury data processing.

3) Carry out the administration of student and alumni affairs  
Implementation Administration Student and Alumni are manifested in technical subprocesses in the form of:

- 3.1 Carry out the preparation of financial statements,
- 3.2 Carry out administration and documentation management, and
- 3.3 Carry out financial verification.

The three technical processes above produce SOPs in the implementation of planning, accounting, and finance at the postgraduate level at UIN Salatiga.

1.2.5.3 Carrying out academic, student, and alumni affairs

The implementation stage of academic, student, and alumni affairs is a subprocess of the second point. The subprocess of this second point is further described in 3 technical processes, namely:

1) Carry out academic and student administration services

The implementation of academic administrative services is manifested in technical subprocesses in the form of:

- 1.1 Managing academic information,
- 1.2 Carry out academic administration, and
- 1.3 Perform academic services.

2) Perform Administration Research, and Community Service

3) Carrying out student and alumni administration The implementation of student administration is manifested in technical subprocesses.

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## **2. Provide management support and implementation of technical tasks**

The provision of management support and the implementation of technical tasks will be carried out through 2 key processes, namely 1) carrying out administration, planning, finance, academic, and student affairs and 2) carrying out support in research, community service, and quality assurance, as well as other supporters. The two key processes will then be processed in 5 stages: subprocess, subprocess, technical process, technical subprocess, and SOP. Here are the details of the process of providing management support and carrying out technical tasks.

2.1 Carry out administrative, planning, financial, academic, and student affairs The implementation of the key processes above is then carried out in subprocess stages. The following is the arrangement of subprocess stages until the formation of SOPs to provide management support and implementation of technical tasks:

2.1.1 Carry out the organizational arrangement, financial administration, laws and regulations, administration, and housekeeping

The implementation of organizational structuring, financial administration, laws and regulations, administration, and teaching housekeeping are subprocesses of key process 2.1. This first point subprocess is then continued at the sub-subprocess stage in the form of:

2.1.1.1 Carry out administrative and archival affairs

The stage of carrying out administrative and archival affairs is a subprocess of the first point. The sub-subprocess of this first point is further described in three technical processes, namely:

1) Carry out archivist affairs as well as service and maintenance of documents/archives

Implementation of technical processes for archivist affairs and service and maintenance of documents / archives, there are six technical subprocesses, including:

1.1 Clarifying incoming / outgoing mail,

1.2 Take notes, give disposition sheets, and distribute incoming/outgoing mail,



- 1.4 Manage archives manually and electronically,
  - 1.5 Provide services for document/archive needs, and
  - 1.6 Take care of documents, whether digital or print.
- 2) Implement Management Service and Official Travel Administration
- In the implementation of management, service, and administration of official travel, there are three technical subprocesses, including:
- 2.1 Carry out the service of making letters of assignment and official travel,
  - 2.2 Administering the endorsement of letters of assignment and official travel, and
  - 2.3 Make a recapitulation of employees who were given letters of assignment / official travel.
- 3) Carry out and plan administrative affairs
- The implementation and planning of administrative affairs, there are technical subprocesses, namely administering Incoming and Outgoing Letters.

The three technical processes then produced SOPs to carry out administrative affairs within UIN Salatiga.

#### 2.1.1.2 Carrying out household affairs

The stage of carrying out household affairs is a sub-subprocess of the second point. The sub-subprocess of this second point is further described in eight technical processes, namely:

- 1) Planning the needs and use of household affairs
- Planning the needs and use of household affairs, there are three technical sub-processes, namely:
- 1.1 Compile and prepare household data,
  - 1.2 Receive and inspect household materials, and
  - 1.3 Formulate the concept of preparing household materials and discuss with relevant officials.
- 2) Supervise and maintain infrastructure
- The implementation of supervision and maintenance of infrastructure, there are five technical sub-processes, including:
- 2.1 Supervise the use of infrastructure,
  - 2.2 Manage infrastructure maintenance,



official vehicles,

2.4 Manage the use, borrowing and maintenance of official vehicles,  
and

2.5 Manage the use of buildings and meeting rooms.

3) Carry out the management and maintenance of mechanical technicians within UIN Salatiga

The implementation of the management and maintenance of machine technicians can be carried out through six technical sub-processes, including:

3.1 Carry out maintenance of Fiber Optic, electricity, PDAM and Hydrant installation networks,

3.2 Carry out maintenance of sanitary ware and generators,

3.3 Controlling campus hygiene,

3.4 Carry out maintenance of ATSAMF panels, air conditioners,

3.5 Carry out water reservoir maintenance, and

3.6 Carry out the management and maintenance of the Park and *Landscape*.

4) Implement campus security and control

In the implementation of campus security and control, there are three technical sub-processes, including:

4.1 Carry out security for vehicles in and out of campus and regulate parking,

4.2 Serving reports and follow-up on loss of goods, and

4.3 Carry out the duties of security and order of other campus environments.

5) Carrying out the function of UIN Salatiga campus receptionist The implementation of the management and maintenance of mechanical technicians, there are two technical sub-processes, including:

5.1 Provide location plan information services to guests at the gate,  
and

5.2 Record guest return and give identification.

6) Perform office concierge duties

There are six technical sub-processes in the implementation of office attendant duties, including:

6.1 Submit the need for cleaning equipment,

6.2 Controlling campus hygiene,

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finish

6.4 Setting up meeting rooms and *sound*,

6.5 Prepare activity infrastructure in halls and meeting rooms, and

6.6 Organize and organize office items/equipment.

7) Plan and manage official vehicles

Planning and management of official vehicles, there are three technical sub-processes, including:

7.1 Learn standards, guidelines and work procedures regarding the duties of driving official vehicles,

7.2 Inspect and maintain official vehicles, and

7.3 Drive official vehicles according to procedures.

8) Planning and managing banquet affairs within the Institute of Planning and managing banquet affairs, there are three technical sub-processes, including:

8.1 Carry out the plan and preparation of banquet needs,

8.2 Provide equipment and banquets for guests and leadership meetings, and

8.3 Manage the circulation of rectorate drinking water.

The eight technical processes then produced SOPs to carry out household affairs within UIN Salatiga.

2.1.1.3 Carry out the management of State Property

The stage of implementing the management of state property is a sub-process of the third point. This third sub-process point is further described in three technical processes, namely:

The stage of implementing the management of state property is a sub-process of the third point. This third sub-process point is further described in three technical processes, namely:

1) Planning and managing inventory affairs Planning and managing inventory affairs includes three technical sub-processes, namely:

1.1 Manage the administration of ATK inventory and household offices,

1.2 Manage the distribution of inventory items,

1.3 Physically hospitalize inventory items,

1.4 Serving BMN distribution, and

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2) Planning and managing BMN

Planning the needs and use of household affairs, including five technical sub-processes, namely:

2.1 Inventory BMN and validate its ownership

2.2 Make a list of room items, record mutations / movements of items between rooms, and control the presence of items

2.3 Identify and record changes in BMN conditions

2.4 Record and store heavily damaged BMN to the warehouse and make proposals for its elimination

2.5 Make a recapitulation of the contract for procurement of goods/services

3) Planning and implementing goods and services analysts In planning and implementing goods and services analysis, there are four technical sub-processes, namely:

3.1 Analyze the needs of goods and services

3.2 Prepare pre and post-procurement documents for goods and services

3.3 Recapitulate the distribution of goods

3.4 Make a report on the plan and realization of the procurement of goods/services The three technical processes then produce SOPs to carry out the management of State Property within UIN Salatiga.

2.1.1.4 Prepare plans, programs and budgets

The stage of carrying out the preparation of plans, programs and budgets is the fourth sub-process point. The sub-subprocess of this fourth point is further described in two technical processes, namely:

1) Planning and managing administration In planning and managing administration, there are four technical sub-processes, namely:

1.1 Collecting materials and data supporting the Ceiling Proposal, Activity Plan and Budget, TOR and RAB, RKA unit/section/faculty and RKA-KL

1.2 Collecting Data Appendices Support Business Plan and Budget

1.3 Collecting materials to fulfill the proposed APBNP

1.4 Manage outgoing and incoming mail

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In preparing program plans and budgets, there are six technical sub-processes, namely:

- 2.1 Analyze the results of the preparation of budget program plans
- 2.2 Prepare and prepare materials for annual program plans and 5-year programs
- 2.3 Prepare TOR and RAB data to support the University's Activity Plan and Budget
- 2.4 Compile data to support Business Plan SOP and Budget
- 2.5 Prepare materials to fulfill the APBNP proposal
- 2.6 Preparing materials for the RKA-KL Revision Proposal

Both technical processes then produce SOPs to prepare plans, programs, and budgets within UIN Salatiga.

#### 2.1.1.5 Evaluate programs, budgets, and performance reporting

The program evaluation, budget and performance reporting stages are the fifth sub-process point. The sub-subprocess of this fifth point is further described in two technical processes, namely:

##### 1) Carry out program and budget evaluators

In conducting program and budget evaluation plans, there are five technical sub-processes, namely:

- 1.1 Process program evaluation instruments and current FY budgets
- 1.2 Pile updata Report Realization Monthly Quarterly, semester/year.
- 1.3 Process. Report Evaluation Implementation Program and Budget
- 1.4 Prepare Activity Reports for the Current Fiscal Year Planning Section
- 1.5 Assisting in the preparation of reports on the achievements of budget implementation

##### 2) Evaluate program and budget reporting

Deep do plan Evaluation Reporting program and budget, there are six technical sub-processes, namely:

- 2.1 Process program and budget evaluation instruments
  - 2.2 Prepare reports on the realization of program and budget achievements
-

Semester of Current Fiscal Year

2.4 Collect and process supporting data

2.5 Processing e-money Reporting

2.6 Convey information / correct the resolution of work unit problems regarding techniques for preparing reports on budget implementation achievements

Both technical processes then produce SOPs to evaluate programs, budgets and performance reporting within UIN Salatiga.

#### 2.1.1.6 Implement the budget and treasury

The program evaluation, budget and performance reporting stages are the sixth sub-process point. The sub-subprocess of this sixth point is further described in four technical processes, namely:

##### 1) Carrying out the affairs of the Treasurer of Revenue

In conducting the affairs of the Treasurer of Revenue, there are three technical sub-processes, namely:

1.1 Carry out bookkeeping and preparation of receipt and expenditure reports

1.2 Carrying out Reception Reconciliation

1.3 Receive and transact cash payments

##### 2) Carry out the affairs of the Expenditure Treasurer

In conducting the affairs of the Treasurer of Revenue, there are five technical sub-processes, namely:

2.1 Carry out bookkeeping and LPJ expenditure treasurer

2.2 Draft RPD, letters to the Bank, KPPN and other parties

2.3 Perform Cash Payment and account monitoring

2.4 Verify and sign RM/BLU payment documents, withdrawals, other payments and proof of annual tax return deduction

2.5 Archive LPJ Treasurer, Auxiliary Book and Other Expenditure Treasurer documents

##### 3) Carry out the affairs of the Assistant Expenditure Treasurer

In conducting the affairs of the Auxiliary Expenditure Treasurer, there are five technical sub-processes, namely:

servant

3.2 Prepare payment documents

3.3 Take Control of Head Office Budget Realization

3.4 Issue a Request Letter for Disbursement of Internal Funds (SP2D-I) of PNBP BLU funds, disburse and administer them

3.5 Manage cash and prepare shopping authorization data

4) Carry out the processing of budget and treasury data

In implement Processing data budget and Treasury, there are seven technical sub-processes, namely:

4.1 Check and administer employee spending documents

4.2 Create a pay list for other employees

4.3 Monitoring and inputting data on changes in the salaries of Head Office employees at GPP

4.4 Preparing RKAKL and RKAL Revision

4.5 Drafting SK, Incoming and Outgoing Letters in the Finance and Accounting Section

4.6 Administering, depositing and paying SSP, SSBP and SSPB

4.7 Preparing a Period Tax Return Report

The four technical processes then produce SOPs to implement the budget and treasury within UIN Salatiga.

2.1.1.7 Verify budgets, agency accounting, SIMAK SMN, BLU accounting, and prepare financial statements

The verification stage of budget, accounting, agencies, SIMAK SMN, BLU accounting and financial statement preparation is the seventh sub-process point. This seventh point sub-subprocess is further described in three technical processes, namely:

1) Carry out financial statement compilers

In carrying out the preparation of financial statements, there are five technical sub-processes, namely:

1.1 Perform data input on the application

1.2 Carry out reconciliation of budget realization

1.3 Prepare SAP and SAK financial statements

2) Carry out administrative and documentation management The implementation of administrative and documentation management includes five technical sub-processes, namely:

2.1 Administering PNBP and RM disbursement documents

2.2 Administering fuel payment documents

3) Carry out financial verification

In carrying out financial verification, there are five technical sub-processes, namely:

3.1 Carry out document verification and expenditure realization

3.2 Creating DRPP Submission Shopping SOP

3.3 Administering the completeness of GU, GUP, and TUP shopping

3.4 Create documents completed for Official travel

The three technical processes then produce SOPs to implement the budget and treasury within UIN Salatiga.

2.1.1.8 Carry out management, development, and mutation of employees

The management, development and mutation stages of employees are the eighth sub-process point. The eighth sub-process point is further described in five technical processes, namely:

1) Carry out employee development affairs

The technical implementation of employee development affairs includes seven technical sub-processes, namely:

1.1 Processing the activities of Baperjakat and the Senate of the Institute;

1.2 Prepare and process follow-up of study assignments, major holidays, and off-state leave;

1.3 Prepare a draft mutation decree and employee placement assignment letter;

1.4 Prepare and compile assessment implementation materials and data to support employee development;

1.5 Process NIDN, NIDK and NUP;

1.6 Propose NIDN and serdos participants;

1.7 Draft a decree on disbursement of professional allowances and lecturer honorary allowances.

2) Carry out the affairs of energy evaluations

Technical, among others:

- 2.1 Manage employee performance instruments;
  - 2.2 Evaluate employee performance and discipline;
  - 2.3 Evaluate employee further study progress reports.
- 3) Carry out the management of personnel materials and administration  
The implementation of personnel material management and administration includes six sub-technicalities, including:
- 3.1 Processing promotion services and supporting the academic promotion of lecturers
  - 3.2 Processing mutations/ assigning/ switching functions
  - 3.3 Processing Decree and Contract Extension Letter for Non-Civil Servants
  - 3.4 Prepare materials for the implementation of meetings/sessions of the Scientific Paper Assessment Team (TPKI)
  - 3.5 Process the promotion of education personnel
  - 3.6 Prepare materials for the implementation of the senate's recommendations
- 4) Carry out administrative and documentation management  
The technical implementation of administrative and documentation management includes six sub-technical processes, including:
- 4.1 Checking and processing personnel files
  - 4.2 Manage finger print applications every day for all employees (civil servants and non-civil servants)
  - 4.3 Administering employee data
  - 4.4 Create a job application reply letter
  - 4.5 Manage SIMPEG IAIN Salatiga, SIMPEG Kemenag, SIM DIKLAT and forlap application DIKTI
  - 4.6 Processing food money acquisition applications
- 5) Carry out administrative affairs  
The technical implementation of administrative affairs includes five technical sub-processes, including:
- 5.1 Process letter In/Out Part Organization and Staffing
  - 5.2 Preparing staffing service needs
  - 5.3 Receive and document employment files

## 5.5 Prepare Professorship Confirmation documents

The five technical processes then produce SOPs to carry out the management, development and mutation of employees within UIN Salatiga.

### 2.1.1.9 Structuring organizations and governance, performance reports, and laws and regulations

The organizational and governance structuring stage, performance reports and laws and regulations - is the ninth sub-process point. The sub-subprocess of the ninth point is further described in three technical processes, namely:

#### 1) Carry out management analysis

The implementation of the management analysis includes three technical sub-processes, including:

- 1.1 Create, review, review and improve work guidelines and / or SOPs;
- 1.2 Facilitate the resolution of SOP implementation issues;
- 1.3 Prepare materials for the preparation of the Government Agency Performance Accountability Report (LAKIP) / Performance Report (LKj).

#### 2) Carry out job analysis

In carrying out job analysis, there are five technical sub-processes, including:

- 2.1 Carry out job analysis, competencies and job descriptions;
- 2.2 Perform Workload Analysis;
- 2.3 Create HR ratios;
- 2.4 Provide organizational charts and structures;
- 2.5 Administering job description data, job analysis, workload analysis, job maps, and organizational charts & structures.

#### 3) Carry out legal product analysis

In carrying out legal product analysis, there are five technical sub-processes, including:

- 3.1 Document and manage legal documentation;
- 3.2 Processing the rector's decree and regulations;
- 3.3 Prepare policy preparation materials;
- 3.4 Identify, analyze, and disseminate laws and regulations of the rector;



The three technical processes then produce SOPs to carry out organizational and governance arrangements, performance reports, and laws and regulations within UIN Salatiga.

#### 2.1.2 Carry out academic administration, student affairs, alumni empowerment, and cooperation

The implementation of academic administration, student affairs, alumni empowerment, and cooperation are subprocesses of key process 2.1. This second point subprocess is then continued at the sub-subprocess stage in the form of:

##### 2.1.2.1 Manage academic information

The academic information management stage is a sub-subprocess of the first point. This first point subsubprocess is further described in the technical process, which is carrying out data processing. The implementation of data processing is realized in technical subprocesses in the form of:

- 1.1 Prepare information materials and process SPMB data;
- 1.2 Carry out administrative and documentation management;
- 1.3 Registration and peregrination data entry in academic applications;
- 1.4 Collect academic transaction data (lectures);
- 1.5 Prepare materials for preparing academic calendars;
- 1.6 Manage lecture room data;
- 1.7 Update academic administration applications;
- 1.8 Manage PD DIKTI forlap;
- 1.9 Create student statistics.

The technical process then produces SOPs for academic information management within UIN Salatiga.

##### 2.1.2.2 Carry out academic administration

The implementation stage of academic administration is a sub-process of the second point. The subprocess of this second point is further described in the technical process, namely:

- 1) Carry out administrative and documentation management The implementation of administrative management and documentation is realized in technical subprocesses in the form of:
  - 1.1 Processing degree attestation
  - 1.2 Prepare materials for preparing academic reports
  - 1.3 Documenting Higher Education regulations/juknis/circulars
- 2) Carry out academic administration compilers

Technical subprocesses in the form of:

2.1 Prepare an academic manual

2.2 Prepare a schedule for the implementation of academic subdivision activities

2.3 Create TOR academic activities

2.4 Drafting an academic service letter

Both technical processes then produce SOPs for the implementation of academic administration within UIN Salatiga.

#### 2.1.2.3 Performing academic services

The stage of implementing academic services is a sub-process of the third point. The subprocess of this third point is further described in the technical process, namely:

1) Carry out administrative affairs

Implementation business Administration Realized In technical subprocesses in the form of:

1.1 Administering academic activity reports

1.2 Implement an academic helpdesk

2) Carry out the management of academic services

The implementation of academic service management is manifested in technical subprocesses in the form of:

2.1 Facilitating the creation of KTM

2.2 Processing information related to academics and student/lecturer research permits

2.3 Implement an academic helpdesk

Both technical processes then produce SOPs for the implementation of academic services within IAIN Salatiga.

#### 2.1.2.4 Conducting student administration, fostering student talents and interests

The implementation stage of student administration, fostering student talents and interests is a sub-subprocess of the fourth point. This fourth subprocess point is further described in the technical process, namely carrying out administrative and documentation management. The implementation of student administration, fostering student talents and interests is manifested in technical subprocesses in the form of:

1.1 Administering scholarships

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## Student Development

### 1.3 Manage and maintain student activity equipment

The technical process then produces SOPs for the implementation of student administration, talent development and student interest within UIN Salatiga.

#### 2.1.2.5 Conducting administration and empowerment of alumni

The implementation stage of administration and alumni empowerment is a sub-process of the fifth point. This fifth point subprocess is further described in the technical process, namely carrying out administrative and documentation management. The implementation of administrative management and alumni empowerment is manifested in technical subprocesses in the form of:

##### 1.1 Manage alumni data and cards

##### 1.2 Preparing alumni briefing to prospective graduates

##### 1.3 Prepare and document alumni activities

##### 1.4 Conduct alumni data collection and tracing

##### 1.5 Prepare a draft Activity Decree

The technical process then resulted in SOPs for the implementation of administration and alumni empowerment within UIN Salatiga.

#### 2.1.2.6 Prepare administration, cooperation, and development of institutions

The implementation stage of administrative preparation, cooperation, and institutional development is the sixth point sub-process. This sixth point subprocess is further described in the technical process, namely carrying out administrative management and documentation. The implementation of administrative preparation, cooperation, and development of institutions is realized in technical subprocesses in the form of:

##### 1.1 Managing overseas employee permit documents

##### 1.2 Assist with scholarship information services, community service and international shortcourses

##### 1.3 Prepare a draft MoU

The technical process then produces SOPs for the implementation of administrative preparation, cooperation, and institutional development within UIN Salatiga.

#### 2.1.2.7 Conduct public relations, documentation, and information



The implementation stage of public relations, documentation, and is the seventh point sub-subprocess. This seventh point subprocess is further described in the technical process, namely:

1) Carry out the secretarial affairs of the leadership

The implementation of the secretarial affairs of the leadership is manifested in technical subprocesses in the form of:

1.1 Manage the agenda of leadership activities

1.2 Serving the needs of leadership meetings

1.3 Hosting and recording their needs according to procedures based on a predetermined agenda for time efficiency.

1.4 Manage telephone and fax usage leaders

2) Carry out public relations and protocol management

The implementation of public relations management and protocols is realized in technical subprocesses in the form of:

2.1 Manage and administer PR letters

2.2 Manage the use of telephone and facsimile subdivision Public Relations and Information

2.3 Administering, providing and managing public information and announcements

2.4 Preparing the implementation of events to commemorate national holidays and Office Anniversary

2.5 Managing the University's reception agenda

2.6 Managing the organization of University exhibitions

The two technical processes then produce SOPs for public relations, documentation, and information within UIN Salatiga.

2.2 Carry out support in research, community service and quality guarantors, as well as other supporters

The implementation of the key processes above is then carried out in the subprocess stage. The following is the arrangement of subprocess stages until the formation of SOPs in the context of implementing support in research, community service and quality guarantors, as well as other supporters:

2.2.1 Organizes coordination, control Audit monitoring, assessment and quality development of academic activities coordination, control Audit monitoring, assessment and quality development of academic activities



is a subprocess of Process Key 2.2. Subprocess this second point then Continued at the subsubprocess stage in the form of:

#### 2.2.1.1 Coordinate the implementation of the quality of academic activities at the Faculty and Post levels

The stage of coordinating the quality implementation of academic activities at the Faculty and Post levels is a sub-process of the first point. The subprocess of this first point is further described in 2 technical processes, namely:

- 1) Curriculum development, and
- 2) SPMI Development

The implementation of SPMI development is realized in technical subprocesses in the form of:

- 2.1 Establishment of Internal Quality Audit (AMI) team, and
- 2.2 AMI implementation.

The two technical processes above produce SOPs in coordinating the quality implementation of academic activities at the Faculty and Post levels at UIN Salatiga.

#### 2.2.1.2 Control and audit the implementation of the quality of academic activities at the Faculty and Post levels

The control and auditing stage of the quality implementation of academic activities at the Faculty and Post levels is a sub-process of the second point. The subprocess of this second point is further described in 3 technical processes, namely:

- 1) Data collection and accreditation assistance,
- 2) Control of academic quality data and documents, and
- 3) Audit the quality of academic implementation in the study program.

The three technical processes above produce SOPs in controlling and auditing the quality implementation of academic activities at the Faculty and Post levels at UIN Salatiga.

#### 2.2.1.3 Implementing the quality of student development and mentoring (Center for Student Quality Assistance and Development)

The implementation stage of student development quality and mentoring (Student Quality Assistance and Development Center) is a subsubprocess of the second point. The subprocess of this second point is further described in 2 technical processes, namely:

- 1) Data collection and student collection, and

The two technical processes above produce SOPs in the implementation of student development quality and mentoring (Center for Student Quality Assistance and Development) at UIN Salatiga.

#### 2.2.2 Organizing the implementation, coordination, monitoring, and assessment of research and community service activities

The implementation, coordination, monitoring, and assessment of research and community service activities is a subprocess of key process 2.2. This second point subprocess is then continued at the subprocess stage in the form of:

##### 2.2.2.1 Carry out the preparation of plans, program, and budget evaluations as well as reporting for research

The implementation stage of planning preparation, program evaluation, and budget as well as reporting for research is a subprocess of the first point. The subprocess of this first point is further described in 2 technical processes, namely:

- 1) Cooperate with external parties in the development of research networks and community service Development of the University's grand design of research, and
- 2) Data collection of lecturer research by coordinating with the Faculty.

The two technical processes above produce SOPs in the implementation of plan preparation, program and budget evaluation as well as reporting for research at UIN Salatiga.

##### 2.2.2.2 Carry out the preparation of plans, program and budget evaluations as well as reporting for community service

The implementation stage of planning preparation, program and budget evaluation as well as reporting for community service is a sub-process of the second point. The subprocess of this second point is further described in 3 technical processes, namely:

- 1) Cooperate with external parties in the development of research networks and community service,
- 2) Logging Devotion Lecturer with Coordinate with the Faculty, and
- 3) Development of grand design of community service UIN Salatiga.

preparation of plans, program and budget evaluation as well as reporting for community service at UIN Salatiga.

#### 2.2.2.3 Carry out the preparation of plans, program and budget evaluations as well as reporting for the publication of research results and community service

The implementation stage of planning preparation, program and budget evaluation as well as reporting for community service is the third point subprocess. The subprocess of this third point is further described in 2 technical processes, namely:

- 1) Cooperate with external parties in the development of scientific publication networks and journal management, and
- 2) Data collection of reporting results and publication of research and community service results with the Faculty.

The two technical processes above produce SOPs in the implementation of plan preparation, program and budget evaluation as well as reporting for the publication of research results and community service at UIN Salatiga.

#### 2.2.2.4 Carry out the preparation of plans, program and budget evaluations as well as reporting in the development of study centers

The implementation stage of preparing plans, evaluating programs and budgets as well as reporting on the development of the study center is a sub-process of the fourth point. The subprocess of this fourth point is further described in 2 technical processes, namely:

- 1) Cooperate with external parties in the development of the study center, and
- 2) Data collection of the development of the study center.

The two technical processes above produce SOPs in the implementation of the preparation of plans, evaluation of programs and budgets as well as reporting in the development of the study center at UIN Salatiga.

#### 2.2.3 Organizing important support in the implementation of education within UIN Salatiga

The implementation of important support in the delivery of education within UIN Salatiga is a subprocess of key process 2.2. This third point subprocess is then continued at the subprocess stage in the form of:

library development, conducting cooperation between libraries, controlling, evaluating, and compiling literature reports

The stages of implementing services, coaching, and developing libraries, conducting cooperation between libraries, and controlling, evaluating, and compiling library reports carried out by libraries are subprocesses of the first point. The subprocesses of this first point are further described in 21 technical processes, namely:

1) Circulation Services

The implementation of circulation services is realized in technical subprocesses in the form of:

- 1.1 Provide lending services,
- 1.2 Provide return services,
- 1.3 Provide extension services,
- 1.4 Provide late penalty services,
- 1.5 Provide late billing services,
- 1.6 Provide circulation statistics services, and
- 1.7 Provide free loan letter services.

2) Library administration services

The implementation of library administration services is manifested in technical subprocesses in the form of:

- 2.1 Administering various library data,
- 2.2 Provide new member registration services, and
- 2.3 Update library member data.

3) Library facilities introduction service

Implementation Service introduction facilities The library is embodied in technical subprocesses in the form of:

- 3.1 Provide library tour services for new members, and
- 3.2 Compiling various booklets, such as reference collection catalogs, catalogs of works of the academic community, catalogs of library facilities.

4) Coaching for library users

The implementation of coaching for library users is realized in technical subprocesses in the form of:



## Library members

4.2 Create and develop new reference reviewer discussion groups

4.3 Holding a new book review competition for library members

4.4 Rewarding the library's most active members

### 5) Coaching for librarians and administrative staff

The implementation of coaching for librarians and administrative staff is manifested in technical subprocesses in the form of:

5.1 Provide librarians skill improvement training,

5.2 Encouraging the career advancement of librarians,

5.3 Giving awards to various achievements of librarians,

5.4 Encourage librarians to participate in various scientific forums about libraries, and

5.5 Develop discipline-based librarian specifications.

### 6) Fostering career improvement in the academic community

The implementation of career improvement for the academic community is manifested in technical subprocesses in the form of:

6.1 Exhibiting the scientific work of the academic community, and

6.2 Launching the spectacular work of lecturers.

### 7) Development of the library's financial system

The development of the library financial system is manifested in technical subprocesses in the form of:

7.1 Development of the library financial system;

7.2 Provide financial data to financial auditors, and;

7.3 Drafting RKA-KL.

### 8) Library IT development

Library IT development is realized in technical subprocesses in the form of:

8.1 Develop website library electronic/e-library for members;

8.2 Develop e-catalogs;

8.3 Develop library networks, and;

8.4 Publishing various references through electronic media,

The development of special libraries is realized in technical subprocesses in the form of:

9.1 Developing Islamic *studies libraries*, and

9.2 Updating the reference collection of *the Islamic Studies* library.

10) Development of the physical design of the library

Development design physical library Realized In technical subprocesses in the form of:

10.1 Develop patented prototypes of library models, and

10.2 Develop library interior design.

11) Development of cooperation and its administration Development of cooperation and Administration manifested in technical subprocesses in the form of:

11.1 Developing national and international library networks,

11.2 Developing networks with data provider institutions, such as the Central Statistics Agency (BPS), research institutions, such as LIPI, and LSI;

11.3 Collaborate between libraries Collaborate with data provider institutions, such as the Central Statistics Agency (BPS), research institutions, such as LIPI, and LSI;

11.4 Drafting MoUs between national and international libraries, and

11.5 Conduct MoUs with national and international data provider institutions.

12) Evaluation of library services

Evaluation Service library Realized In technical subprocesses in the form of:

12.1 Evaluate library circulation,

12.2 Evaluating the procurement of referral resources, 12.3 Evaluating *e-resources services*,

12.4 Evaluate non-book *materials service*, and

12.5 Evaluate the collection service of non-book *materials services*.

Evaluation administration library Realized In technical subprocesses in the form of:

13.1 Mevaluation of administration of various library data,

13.2 Evaluating new member registration services, and

13.3 Evaluating library member data.

**14) Library financial evaluation**

Evaluation finance library Realized In technical subprocesses in the form of:

14.1 Evaluate the library's financial management system, and

14.2 Evaluate the use of RKA-KL's budget.

**15) Evaluation of library development**

Evaluating library development is realized in technical subprocesses in the form of:

15.1 Evaluate library website development,

15.2 Evaluate library IT development,

15.3 Evaluate the development of electronic library / e-library networks for members, and

15.4 Evaluate Publication Various References through electronic media.

**16) Prepare circulation service reports**

Preparation report Service circulation Realized In technical subprocesses in the form of:

16.1 Preparing loan reports,

16.2 Preparing renewal reports,

16.3 Preparing late billing reports,

16.4 Preparing late billing reports,

16.5 Prepare late billing reports, and

16.6 Prepare free loan letter reports.

**17) Compile library administration reports**

The preparation of library administration reports is manifested in technical subprocesses in the form of:

17.1 Pile up Report Administration Various library data,

17.2 Compile new member registration reports, and

17.3 Compile data on all library members.

Preparation report Performance library Realized In technical subprocesses in the form of:

18.1 Prepare monthly activity reports,

18.2 Prepare reports on work program challenges and quarterly installment realization, and

18.3 Prepare annual activity reports.

#### **19) Compile library IT development reports**

The preparation of library IT development reports is realized in technical subprocesses in the form of:

19.1 Compile database progress reports,

19.2 Compile a report on the progress of the library website,

19.3 Prepare a report on the progress of the restaurant,

19.4 Compile e-catalog reports,

19.5 Compile e-resource service management reports, and

19.6 Compile audiovisual collection reports.

#### **20) Prepare library financial statements**

The preparation of library financial statements is manifested in technical subprocesses in the form of:

20.1 Pile up report Use budget RKAKL library,

20.2 Prepare reports on the use of the RKAKL library budget, and

20.3 Prepare financial statements of income and expenditure of non-RKAKL library libraries.

#### **21) Prepare a library cooperation report**

The preparation of library cooperation reports is manifested in technical subprocesses in the form of:

21.1 Prepare reports on cooperation between libraries at national and international levels, and

21.2 Compile reports in collaboration with data provider institutions, such as the Central Statistics Agency (BPS), research institutions, such as LIPI, LSI.

The twenty-one technical processes above produce SOPs in the implementation of services, guidance, and library development, conducting cooperation between libraries,

conducted by the library at UIN Salatiga.

2.2.3.2 UPT TIPD: Manage and develop management information systems, development, and maintenance of networks and applications, database management, development of other technologies, and network cooperation

The management and development stages of management information systems, development, maintenance of networks and applications, database management, development of other technologies and network cooperation carried out by UPT TIPD are the second sub-process points. The subprocess of this first point is further described in 3 technical processes, namely:

1) Manage and develop management information systems Management and development of information systems is realized in technical subprocesses in the form of:

- 1.1 Working with the unit to manage the Higher Education Database (PD Dikti);
- 1.2 Manage and develop UIN Salatiga website content;
- 1.3 Assist units in developing website content;
- 1.4 Manage application data and verify data recording,
- 1.5 Develop applications and information systems,
- 1.6 Manage applications and information systems,
- 1.7 Design and develop *database structures*,
- 1.8 Manage and manage database area allocation,
- 1.9 Manage data centers and servers,
- 1.10 Manage computer network systems per unit

2) Network and application maintenance

Network and application maintenance is realized in technical subprocesses in the form of:

- 2.1 Installation of a new network,
- 2.2 Repair damage to computer network systems,
- 2.3 Perform regular backups of server data,
- 2.4 Improve application code structure and information systems,

3) Registration Services

The development of network cooperation is realized in technical subprocesses in the form of:

- 3.2 Institution email account registration
- 3.3 Online journal registration
- 3.4 Blog staff user registration
- 3.5 New hotspot user registration

The three technical processes above produce SOPs in the management and development of management information systems, development, maintenance of networks and applications, database management, development of other technologies and network cooperation carried out by UPT TIPD at UIN Salatiga.

#### 2.2.3.3 UPT Language Development: Conducting training and language development for the university academic community

The stage of implementing language training and development for the university academic community carried out by UPT Language Development is a sub-process of the third point. This third point subprocess is further described in 18 technical processes, namely:

##### 1) Conduct English courses and tests for the campus community and the general public

The implementation of English courses and tests for the campus community and the general public is realized in technical subprocesses in the form of:

- 1.1 Organizing *Professional Development Program and English Specific Purpose courses* for campus and off-campus components (general),
- 1.2 Organizing intensive English for students in semesters 1 and 2,
- 1.3 Organizing UTS and UAS intensive English for students in semester 1 and 2,
- 1.4 Organizing *Intensive Courses, General English, English for Students / Employees* for campus and off-campus components (general), and
- 1.5 Organizing TOEFL, EFL, EIC, ITP, and TOIEC exam tests for campus and off-campus components.

##### 2) Organizing Arabic language courses and tests for the campus community and the public

The implementation of Arabic courses and tests for the campus community and the general public is realized in technical subprocesses in the form of:

and *Arabic Specific Purpose* for campus and off-campus (general) components,

2.2 Organizing *Intensive Course, General Arabic, Arabic for Child / Employees* for campus and off-campus components (public),

2.3 Organizing intensive Arabic for students in semester 1 and 2,

2.4 Organizing UTS and UAS Arabic language incentives for students in semester 1 and 2, and

2.5 Conducting TOAFL exam tests for campus and off-campus (public) components.

**3) Organizing courses and other foreign language tests for the community**

Campus and Public

The implementation of courses and other foreign language tests for the campus community and the general public is realized in technical subprocesses in the form of:

3.1 Organizing Japanese, Chinese, and French courses for campus and off-campus (public) components, and

3.2 Organizing Japanese, French, and Chinese language examination tests for campus and off-campus (general) components.

**4) Organizing courses and Indonesian tests for students from abroad.**

The implementation of courses and other Indonesian tests for the campus community and the general public is realized in technical subprocesses in the form of:

4.1 Organizing Indonesian courses for academics for students overseas, and

4.2 Organizing Indonesian exam tests for overseas students.

5) Organizing foreign language learning training and *workshops* for campus and off-campus communities (public) Organizing foreign language learning training and *workshops* for campus and general communities is realized in technical subprocesses

which is:

- 5.1 Conducting training and workshops on foreign language learning strategies for P2B teaching staff,
- 5.2 Conducting training and *workshops* on the preparation of foreign language learning evaluation instruments,
- 5.3 Conducting training and *workshops* on the preparation of foreign language learning curriculum,
- 5.4 Conducting training and *workshops* on the development of teaching materials for foreign language learning, and
- 5.5 Conduct training and *workshops* on how to easily learn a foreign language.

6) Compile and review foreign language learning teaching materials The preparation and review of foreign language learning teaching materials is realized in technical subprocesses in the form of:

- 6.1 Compiling intensive Arabic and English teaching materials,
- 6.2 Review intensive Arabic and English teaching materials,
- 6.3 Compiling teaching materials for learning other foreign languages,
- 6.4 Review other foreign language learning teaching materials,
- 6.5 Compile teaching materials for Indonesian learning, and
- 6.6 Review teaching materials for Indonesian learning.

**7) Plan a foreign language learning assessment**

Planning for the assessment of foreign language learning is realized in technical subprocesses in the form of

7.1	Develop	Instruments	valuation	Learning	language
	English				
7.2	Develop	Instruments	valuation	Learning	language
	Arabic				
7.3	Develop	Instruments	valuation	Learning	language
	other foreigners,				
7.4	Develop	Instruments	valuation	Learning	language
	Indonesian				

- 7.5 Set a minimum standard of TOIEC/ITP, TOEFL,
- 7.6 Set a minimum standard TOAFL value,
- 7.7 Establish minimum standards for language test scores, and
- 7.8 Set a minimum standard for Indonesian test scores.

8) Designing foreign language learning curriculum



Making a foreign language learning quiculum design is realized

In technical subprocesses in the form of:

- 8.1 Develop an English learning curriculum
- 8.2 Develop an Arabic learning curriculum,
- 8.3 Develop other foreign language learning curricula, and
- 8.4 Develop a learning curriculum in Indonesian.

**9) Plan and provide training to Language Development Center faculty**

Planning and providing training to the teaching staff of the Language Development Center is realized in technical subprocesses in the form of:

- 9.1 Selecting teaching staff at the Language Center,
- 9.2 Evaluate the performance of P2 Language teaching staff,
- 9.3 Record the needs of teaching staff,
- 9.4 Conduct training for teaching staff, and
- 9.5 Develop cooperation in language development.

**10) Developing cooperation in language development** The development of cooperation in language development is manifested in technical subprocesses in the form of:

- 10.1 Conducting cooperation in organizing online Arabic tests with Arabic-language universities,
- 10.2 Cooperate language programs with other foreign institutions,
- 10.3 Conducting English language program cooperation with domestic and foreign institutions,
- 10.4 Cooperate with official institutions that organize English language proficiency certification tests such as TOEIC, ITP, IELTS, etc., and
- 10.5 Collaborate on Indonesian learning development with domestic and foreign institutions.

**11) Designing foreign language development conferences/seminars** Making foreign language development conferences/seminars is realized in technical subprocesses in the form of:

- 11.1 Organizing national and international conferences on foreign language development

## Foreign Language Development

### 12) Design language development competitions

The design of language development competitions is realized in technical subprocesses in the form of:

12.1 Organizing foreign language development competitions, and

12.2 Organizing Indonesian development competitions.

### 13) Organizing translation services

Translation service budgeting is realized in technical subprocesses in the form of:

13.1 Provide foreign-Indonesian translation services in writing,

13.2 Provide Indonesian-foreign translation services in writing

13.3 Provide oral foreign-Indonesian translation services,

13.4 Provide oral Indonesian-foreign translation services, and

13.5 Provide diploma and transcript translation services.

### 14) Organize private service *classes*

Class private service budgeting is realized in technical subprocesses in the form of:

14.1 Provide private class services, and

14.2 Provide private services for *foreign language classes*.

### 15) Organizing grammar *editing* services for scientific papers of the campus community

Budgeting for writing grammar *editing* services is realized in technical subprocesses in the form of:

15.1 Provide thesis and thesis grammar editing services, and

15.2 Provide grammar *editing* services for lecturers' written works.

### 16) Evaluate and report on course and test program evaluations

The evaluation and reporting of course and test program evaluations are realized in technical subprocesses in the form of:

16.1 Evaluate monthly activities of courses and language tests,

16.2 Compile monthly reports of courses and language tests,

16.3 Evaluate quarterly activities of courses and language tests,

- 16.5 Evaluate semester activities of courses and language tests,
- 16.6 Prepare reports on semester activities of courses and language tests,
- 16.7 Evaluate annual course activities and language tests, and
- 16.8 Prepare annual activity reports for courses and language tests.

17) Evaluate and report Evaluation program Language Development Network

Evaluation and reporting of language development network program evaluation is realized in technical subprocesses in the form of:

- 17.1 Evaluate cooperation programs,
- 17.2 Prepare cooperation program reports,
- 17.3 Evaluate conference and seminar programs,
- 17.4 Prepare conference and seminar program reports,
- 17.5 Evaluate language development festival programs and competitions, and
- 17.6 Pile up report program festivals and language development competitions.

18) Evaluate and report on the evaluation of other service programs The evaluation and reporting of other service program evaluations are realized in technical subprocesses in the form of:

- 18.1 Evaluate the touched service program,
- 18.2 Prepare a touchable service program report,
- 18.3 Evaluate class private service programs,
- 18.4 Compile a class private service report,
- 18.5 Evaluate the grammar editing *service program* for scientific papers, and
- 18.6 Compile program reports on grammar editing services for scientific papers.

The eighteen technical processes above produce SOPs in the management and development of management information systems, development, maintenance of networks and applications, database management, development of other technologies and network cooperation carried out by UPT TIPD at UIN Salatiga.

## Academic Development and Student Character Based on Pesantren

The implementation stage of services, coaching, and academic development and student character based on pesantren carried out by Ma'had al-Jami'ah is a subprocess of the fourth point. The subprocess of this fourth point is further described in 8 technical processes, namely:

### 1) Academic and religious services

Academic and religious services are manifested in technical subprocesses in the form of:

- 1.1 Organizes Intensive religious for students of semesters 1 and 2,
- 1.2 Organizes teaching read write Qur'an for students,
- 1.3 Organizing a yellow book study program,
- 1.4 Organizing tahfidz and tahsin Al-Qur'an programs,
- 1.5 Conducting intensive religious tests, and
- 1.6 Organizing religious training and *workshops* for students and teaching staff.

### 2) Administration and documentation services

Administration and documentation services are realized in technical subprocesses in the form of:

- 2.1 Prepare a schedule of religious activities (religious intensive, yellow book study, Qur'an reading and writing, tahfidz and tahsin Al-Qur'an and Qur'an certification),
- 2.2 Compile a list of religious attendance (religious intensive, yellow book study, Qur'anic reading and writing, tahfidz and tahsin Al-Qur'an and Qur'anic certificates),
- 2.3 Filing incoming letters, outgoing and documents of Ma'had Al-Jami'ah,
- 2.4 Compile a list of teacher salaries at Ma'had Al-Jami'ah, and
- 2.5 Prepare reports on Ma'had's activities.

### 3) Service to the community

Service to the community is manifested in technical subprocesses in the form of:

- 3.2 Arrange the schedule of khotib kultum dhuhur prayer and khotib friday,
- 3.3 Prepare an activity plan for the prosperity of the mosque, and
- 3.4 Developing mosque infrastructure.

4) Student character building

Student character building is manifested in technical subprocesses in the form of:

- 4.1 Habituate commendable qualities for students, and
- 4.2 Perform the habituation of tahajud, dhuha and tilawah qur'ah mahasantri prayers.

5) Academic and religious formation

Academic and religious guidance is manifested in technical subprocesses in the form of:

- 5.1 Coaching Qur'an literacy for dormitory and non-dormitory students,
- 5.2 Coaching religious practices for dormitory and non-dormitory students,
- 5.3 Conducting qiro'atul qur'an coaching, and
- 5.4 Doing coaching to read the yellow book.

6) Cooperation development

The development of cooperation is manifested in technical subprocesses in the form of:

- 6.1 Building cooperation with Ma'had Ali within UIN/IAIN PTKIN,
- 6.2 Establish cooperation and coordination with the faculty, and
- 6.3 Establish cooperation with foreign and domestic institutions.

7) Human Resource Development

HR development is manifested in technical subprocesses in the form of:

- 7.1 Selecting Ma'had Al-jami'ah teaching staff,
- 7.2 Evaluating the performance of Ma'had Al-jami'ah teaching staff,
- 7.3 Organizing training and *workshops* for Ma'had teachers and caregivers, and
- 7.4 Evaluate the needs of teaching staff.

8) Learning development in Ma'had

Technical in the form of:

- 8.1 Compile teaching materials/modules for religious activities,
- 8.2 Reviewing religious teaching materials/modules,
- 8.3 Compile a monitoring book on religious practice activities,
- 8.4 Monitoring Prayer tahajud, Dhuha, and Tadarrus For dormitory/ma'had students,
- 8.5 Compile student character monitoring books, and
- 8.6 Integrate character values in the development of teaching materials, intensive learning, religion, and learning in ma'had.

The eight technical processes above produce SOPs in the implementation of services, coaching, and academic development and student character based on pesantren carried out by Ma'had al-Jami'ah at IAIN Salatiga.

#### 2.2.3.5 Office of International Affairs: Carry out the management of international services

The implementation stage of international service management carried out by the Office of International Affairs is a subsubprocess of the fifth point. This fifth point subsubprocess is further described in 4 technical processes, namely:

##### 1) HR Management Office of International Affairs

The HR management of the Office of International Affairs is realized in technical subprocesses in the form of:

- 1.1 Prepare a plan for the HR needs of the Office of International Affairs,
- 1.2 Evaluate the HR performance of the Office of International Affairs,
- 1.3 Provide training and workshops for HR in the Office of International Affairs, and
- 1.4 Provide rewards and punishments for the HR of the Office of International Affairs.

##### 2) Financial management of the Office of International Affairs

Financial management of the Office of International Affairs is manifested in technical subprocesses in the form of:

- 2.1 Pile up plan budget finance Office International Affairs,

International, and

2.3 Prepare financial statements of the Office of International Affairs.

3) Management administration and documentation Office International Affairs.

Management administration and documentation Office International Affairs is embodied in technical subprocesses in the form of:

3.1 Document incoming and outgoing mail;

3.2 Take care of student files to related agencies;

3.3 Prepare administrative reports and documentation of the Office of International Affairs;

3.4 Prepare a draft decree of the Office of International Affairs;

3.5 Documenting foreign student data such as letters of study and others, and

3.6 Document the results of the activities of the Office of International Affairs.

4) Management of information systems Office of International Affairs  
Management of information systems of the Office of International Affairs is realized in technical subprocesses in the form of:

4.1 Publish scholarship and KKN information, short-courses, and scholarships abroad;

4.2 Designing the design and content of the website of the Office of International Affairs;

4.3 Establish cooperation with UPP TIPD, and

4.4 Establish cooperation with foreign institutions.

The four technical processes above produce SOPs in the implementation of international service management carried out by the Office of International Affairs at UIN Salatiga.

2.2.3.6 Printing: Carrying out publishing and management in the field of printing

The stage of implementing publishing and management in the field of printing carried out by printing is a subprocess of the sixth point. This sixth point subprocess is further described in 6 technical processes, namely:

1) Publishing scientific papers of the campus community and outside the campus

The publication of scientific papers of the campus community and outside the campus is realized in technical subprocesses in the form of:

- and students and other education personnel, and
- 1.2 Serving the publication of scientific papers outside the campus.

## **2) Printing administration management**

Printing administration management is realized in technical subprocesses in the form of:

- 2.1 Compile the needs of printing services,
- 2.2 Administering printing services, and
- 2.3 Prepare reports on the results of printing activities.

## **3) Printing HR Management**

The management of printing human resources is realized in technical subprocesses in the form of:

- 3.1 Planning the needs of printing human resources, and
- 3.2 Evaluate the performance of printing human resources.

## **4) Management of printing machine technicians**

The management of printing machine technicians is realized in technical subprocesses in the form of:

- 4.1 Maintain printing machines, and
- 4.2 Place a print order.

## **5) Printing financial management**

The management of printing financial human resources is realized in technical subprocesses in the form of:

- 5.1 Preparing RKA-KL printing;
- 5.2 Evaluate RKA-KL's financial budget, and
- 5.3 Prepare printing financial statements.

## **6) Cooperation management**

The management of cooperation is manifested in technical subprocesses in the form of:

- 6.1 Coordination with LP2M regarding printing the results of lecturer research, and
- 6.2 Establish cooperation with other printing institutions.

The six technical processes above produce SOPs in the implementation of publishing and management in the field of printing carried out by printing at UIN Salatiga.

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## COVER

### A. Conclusion

The Business Process Map of UIN Salatiga in 2018 is a follow-up to the Decree of the Minister of Religious Affairs of the Republic of Indonesia Number 270 of 2016 concerning the Business Process Map of the Religious Meter. UIN Salatiga's Business Process Map contains two strategic designs, namely 1) implementing the Tridharma of Higher Education and 2) providing management support and implementing technical tasks.

The Business Process Map of UIN Salatiga illustrates the effective and efficient working relations between organizational units at UIN Salatiga. The preparation of the UIN Salatiga Business Process Map is intended for service users: 1) the academic community, 2) the government, 3) the community, and 4) the world of work. Meanwhile, *the output* of the preparation of the UIN Salatiga Business Process Map is aimed at: 1) institutional strengthening and manual systems, 2) increasing human resource capacity, 3) development of facilities and infrastructure, and 4) expansion and improvement of services.

The benefits of UIN Salatiga Business Process Map are 1) facilitate the realization of the Tridharma IAIN Salatiga, 2) work efficiency and cost as well as optimization of profits and benefits, 3) increase capabilities in the development of UIN Salatiga, and 4) The realization of service professionalism and public accountability

UIN Salatiga Business Process Map is prepared through 7 stages. The two strategic designs above determine the main process (level 0). The main process is then processed through key process stages (level 2) which is an overview of the implementation of the main process. An overview of key processes is detailed at the subprocess (level 2) and subprocess (level 3) stages. The explanation of the subprocess stage (level 3) is described as the procedure for its implementation at the technical process stage (level 4). The implementation stage of the technical process (level 4) is carried out at the stage of the technical subprocess. Through these 5 levels of stages, it produces *output* in the form of SOPs at UIN Salatiga.

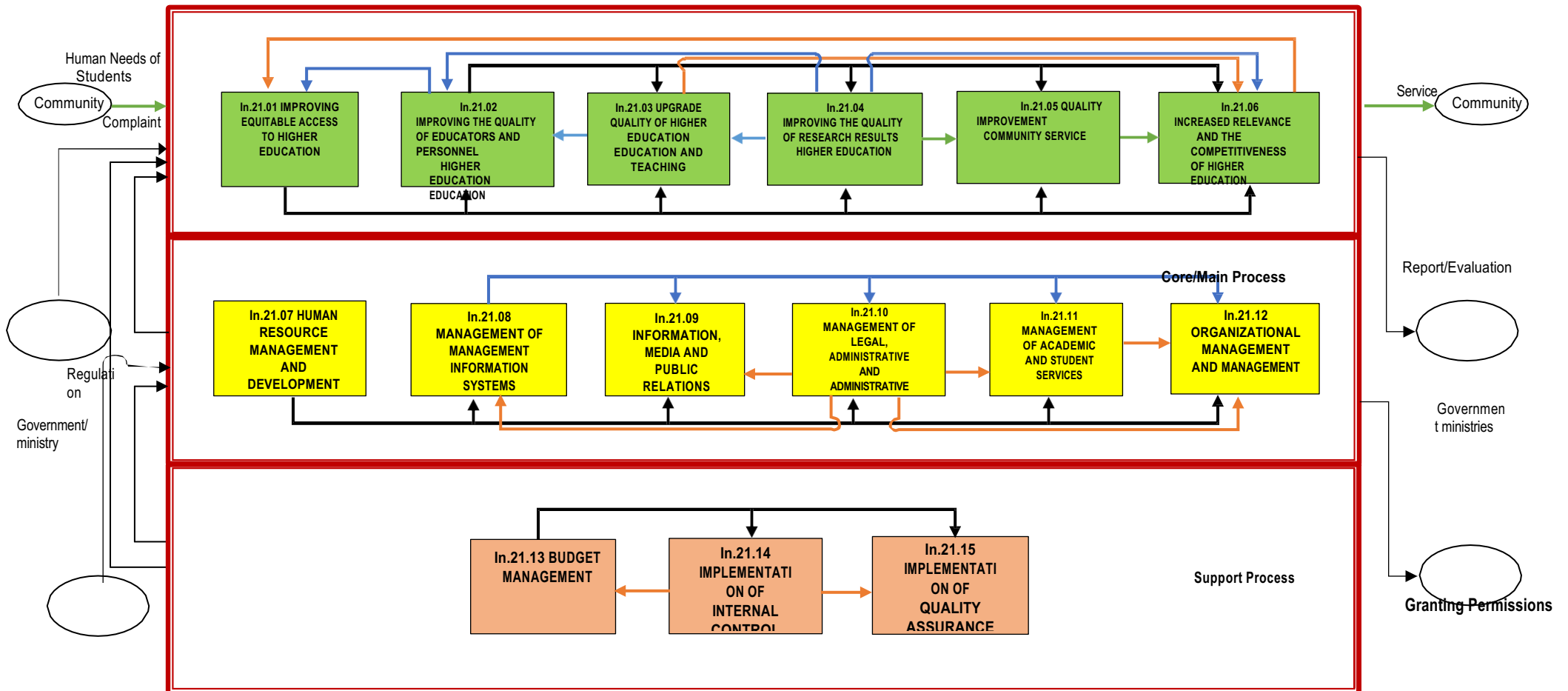
### B. Suggestion

To compile a Business Process MAP needs to be done following the planning that has been prepared at the beginning of the year, including RENSTRA, PERKIN and RKAKL. Therefore, the Business Process MAP must be prepared properly and coordinated, so that in its journey, an institution/institution does not experience many revisions or changes, in other words the Business Process MAP by existing planning. If the Business Process MAP is in accordance with the specified plan, an institution's accountability will be of good value.

**ATTACHMENT**

**Decree of the Rector of the State Islamic University (UIN) Salatiga  
Number B-245/In.21/HO.08/01/2018  
About the Business Process Map of the State Islamic University  
(UIN) Salatiga**

**BUSINESS PROCESS ROADMAP  
STATE ISLAMIC UNIVERSITY (UIN) SALATIGA**



The need for a  
competent workforce

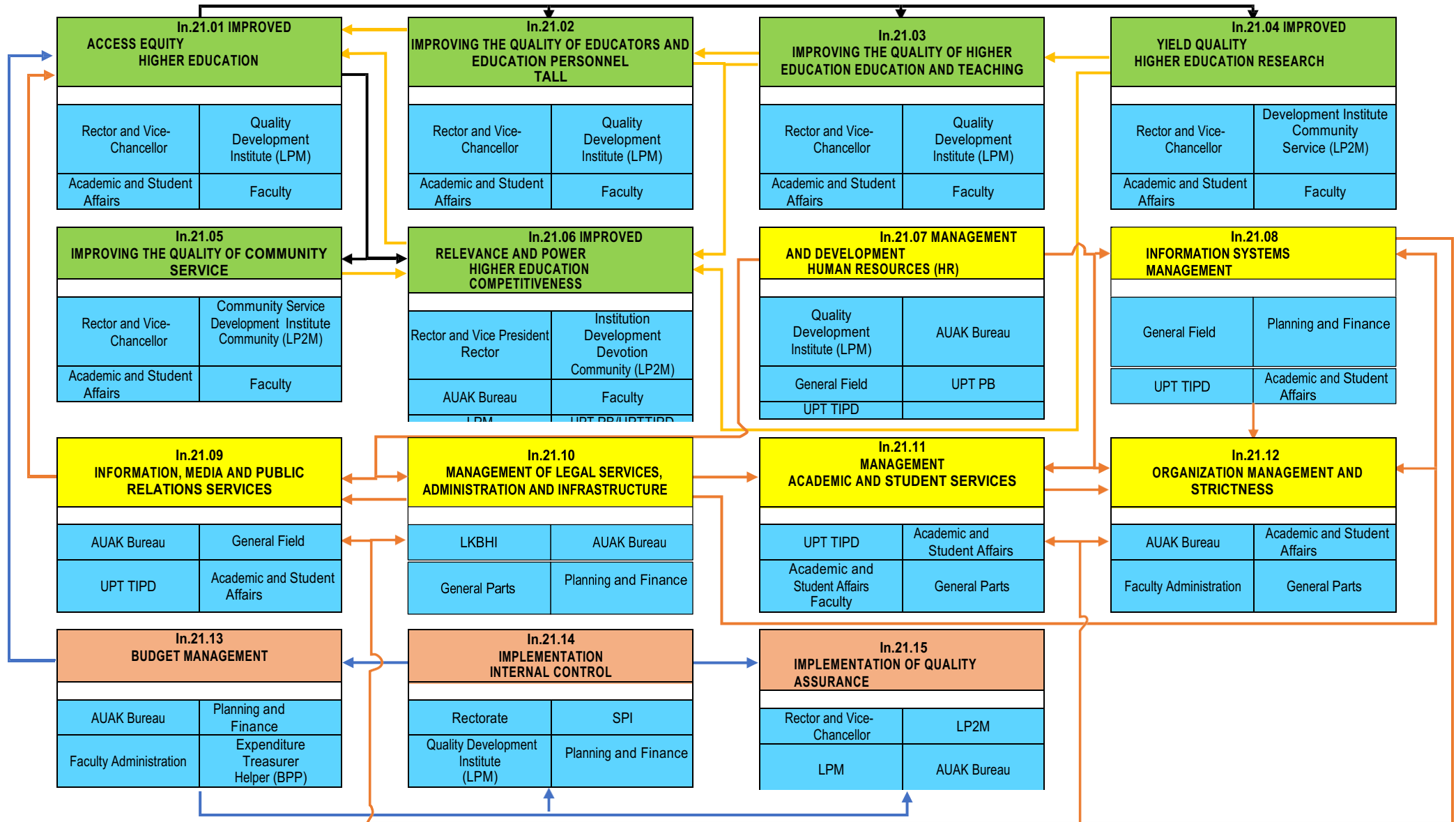
Business

Actors  
Business  
Actors  
/NGOs

**Resource/Management Process**

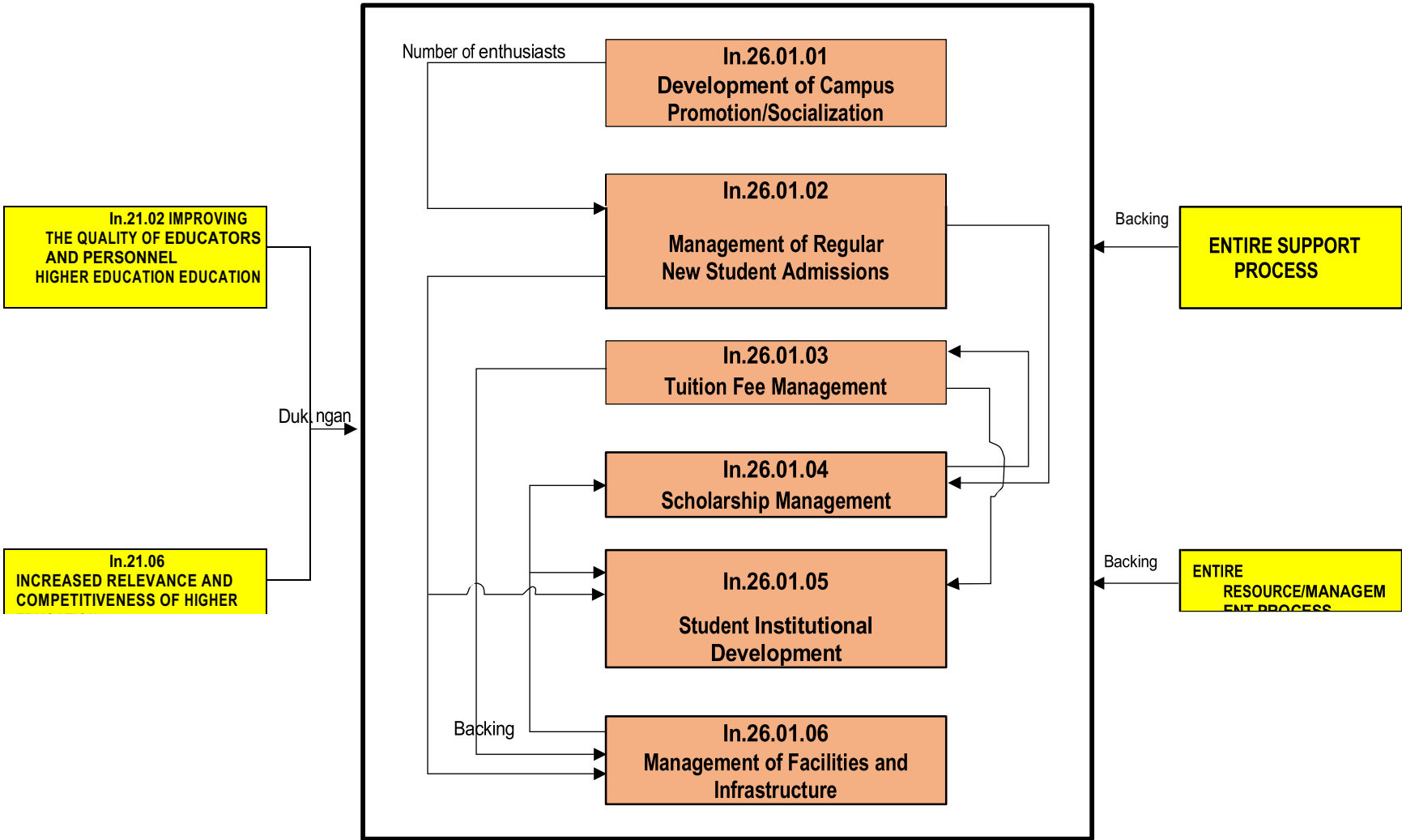


## RELATIONSHIP MAP UIN SALATIGA BUSINESS PROCESS MAP

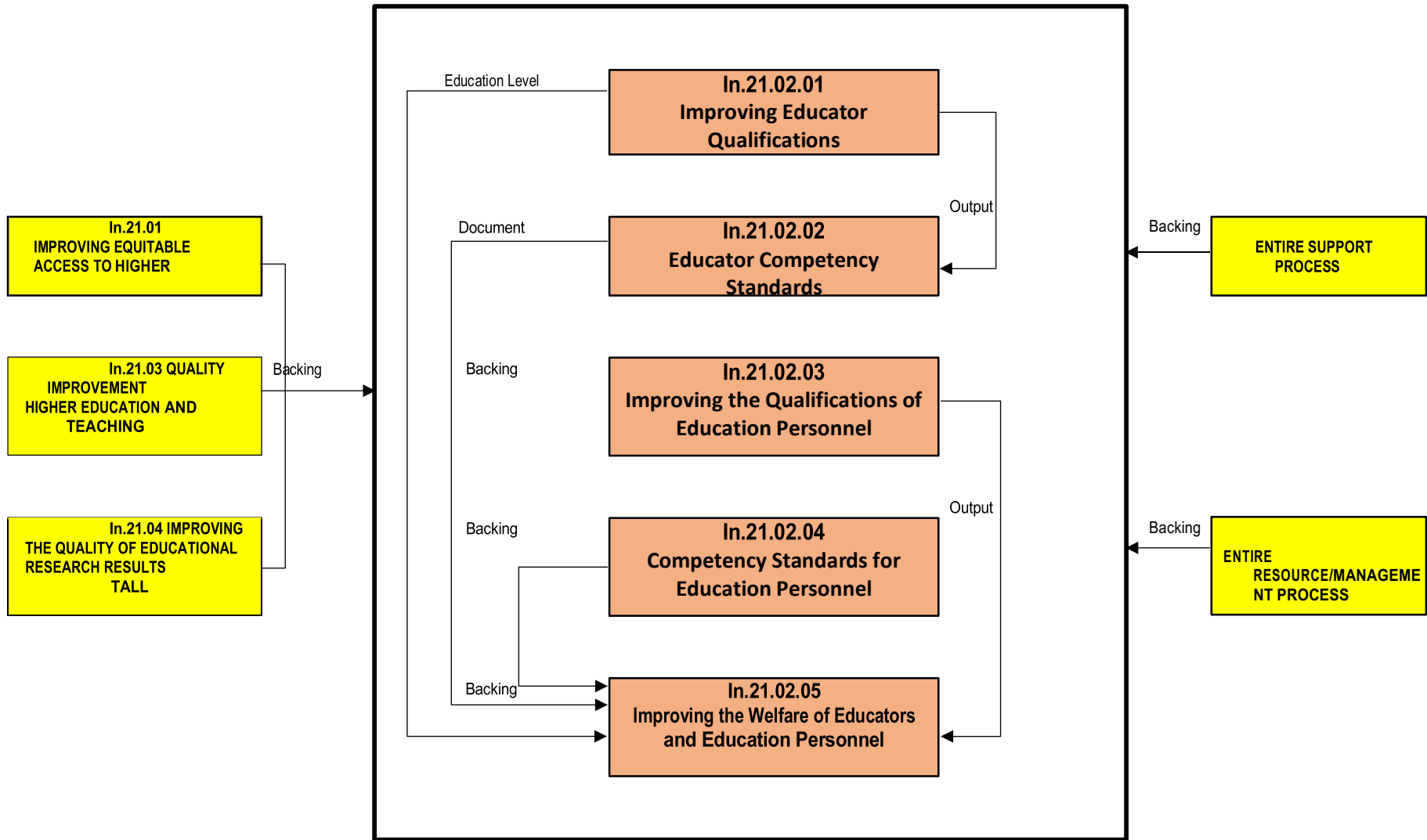




**MAP SUBPROCESSES**  
**In.26.01. IMPROVING EQUITABLE ACCESS TO HIGHER EDUCATION**

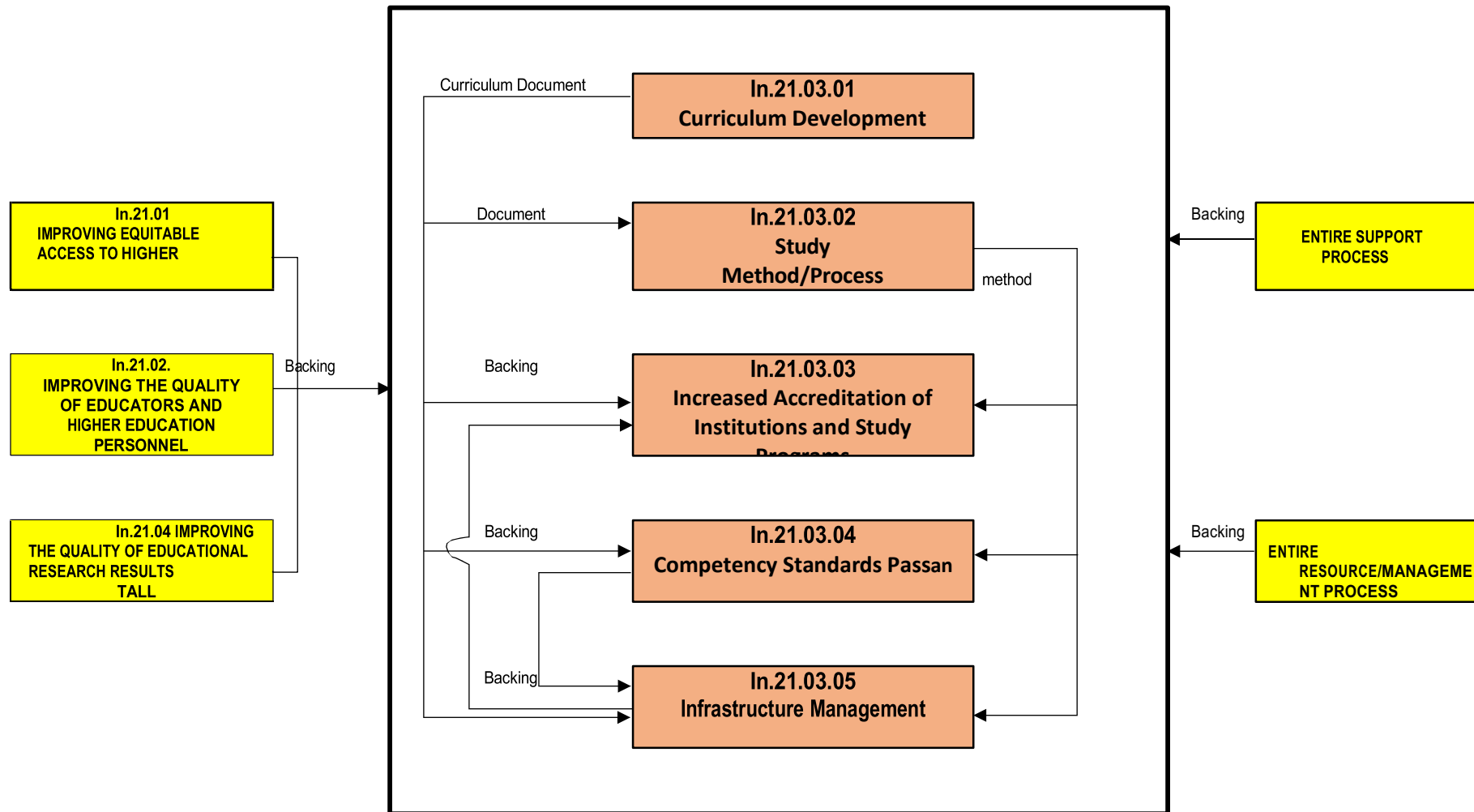


**MAP SUBPROCESSES**  
**In.21.02. IMPROVING THE QUALITY OF HIGHER EDUCATION EDUCATORS AND EDUCATION**





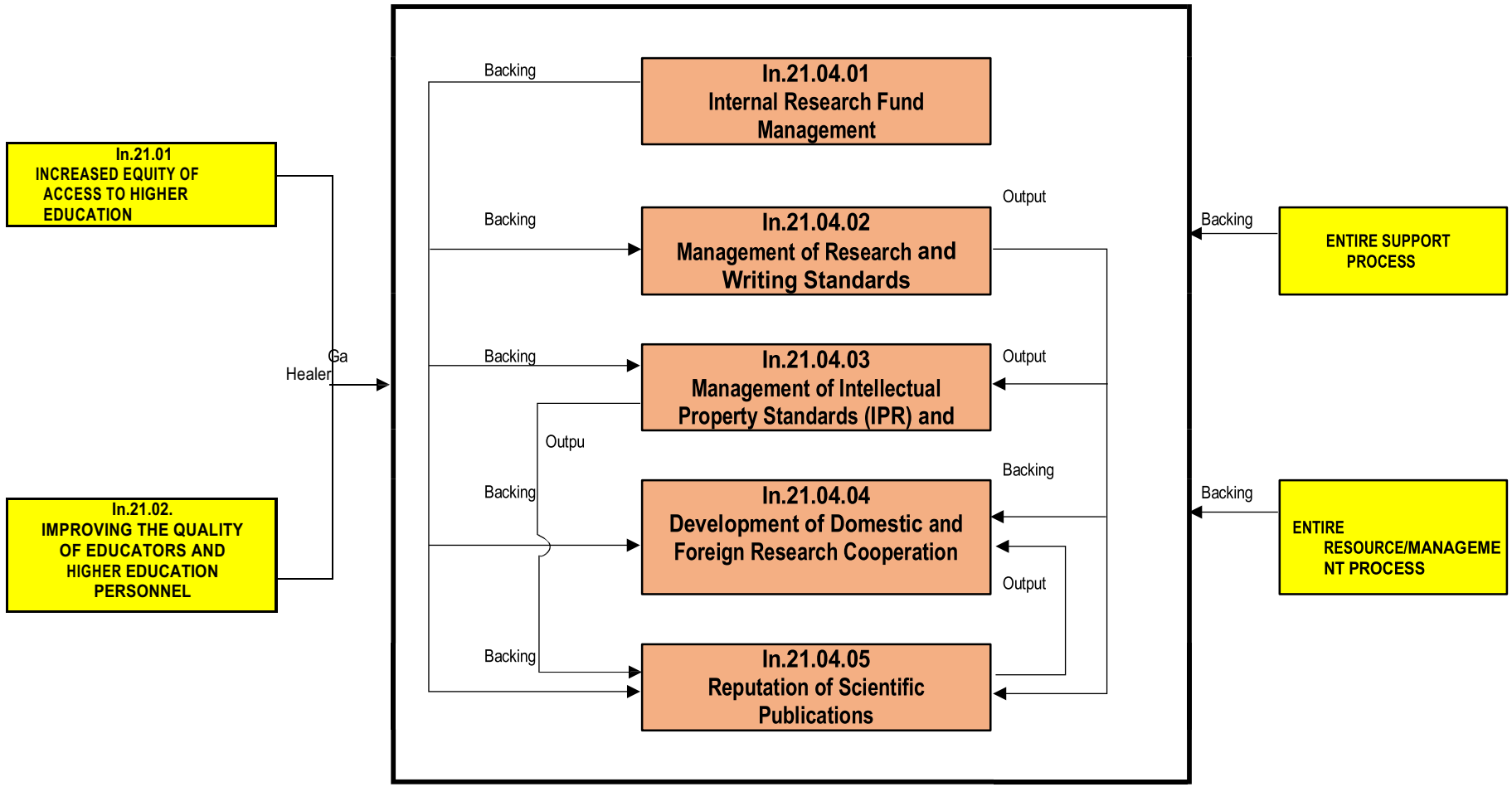
**MAP SUBPROCESSES**  
**In.21.03. IMPROVING THE QUALITY OF HIGHER EDUCATION AND TEACHING**





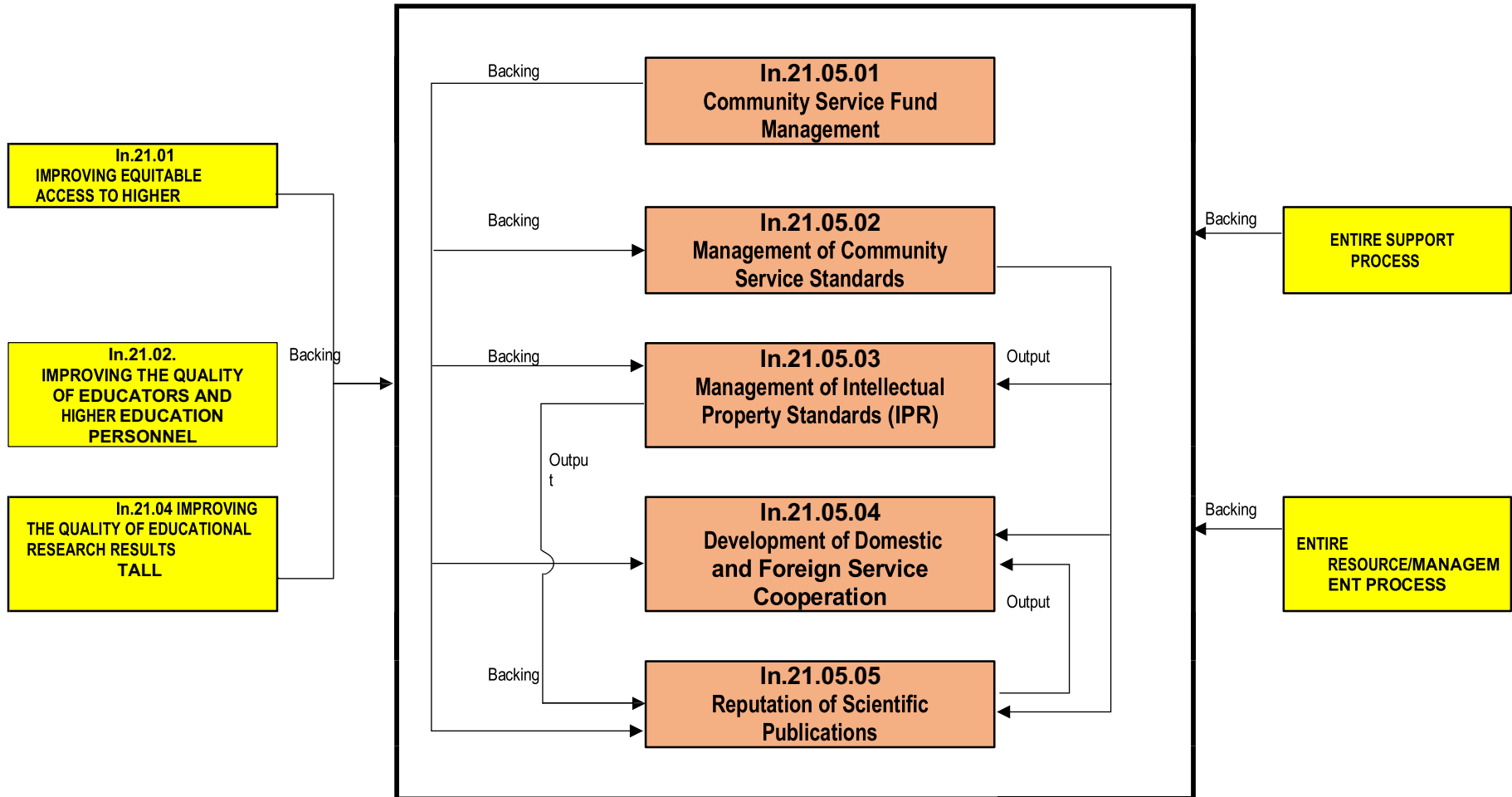


**MAP SUBPROCESSES**  
**In.21.04 IMPROVING THE QUALITY OF RESEARCH RESULTS / HIGHER EDUCATION**



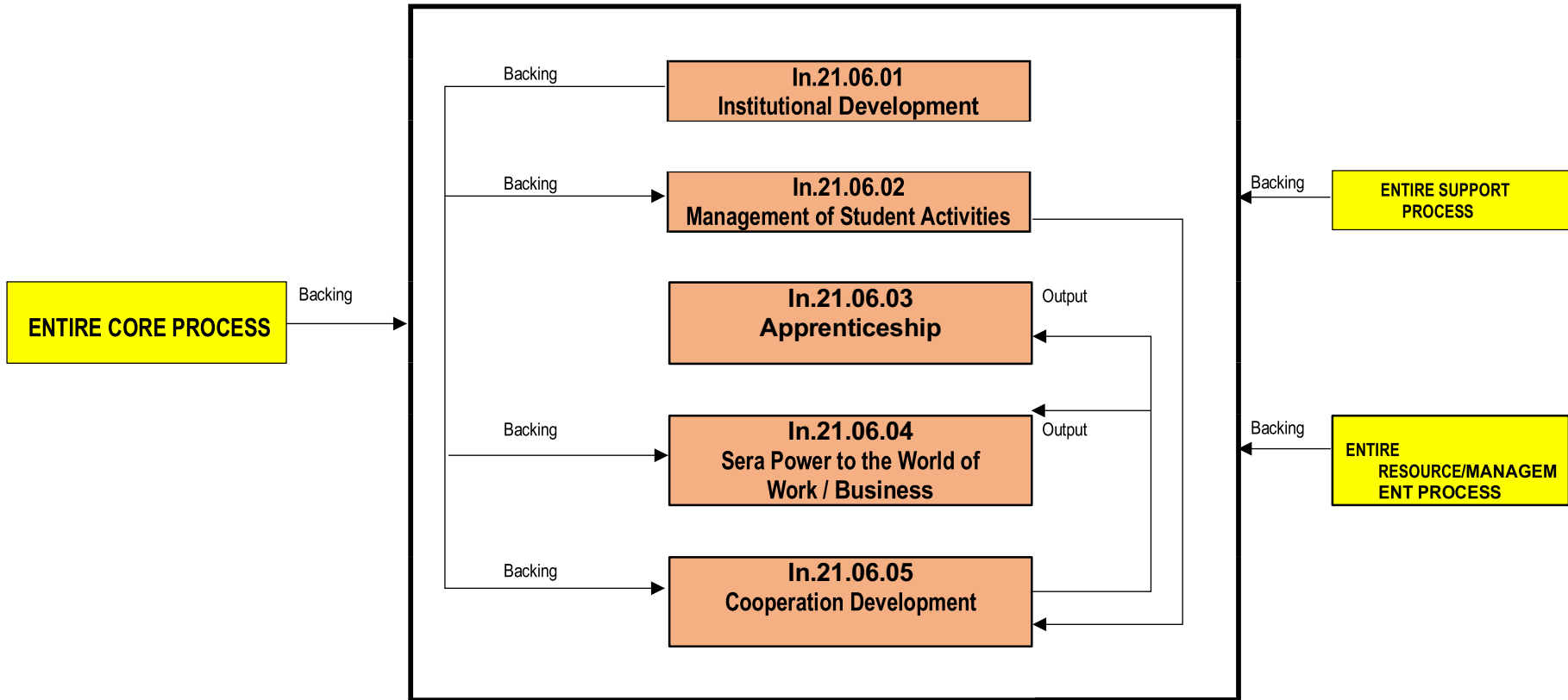


**MAP SUBPROCESSES**  
**In.21.05 IMPROVING THE QUALITY OF COMMUNITY SERVICE**



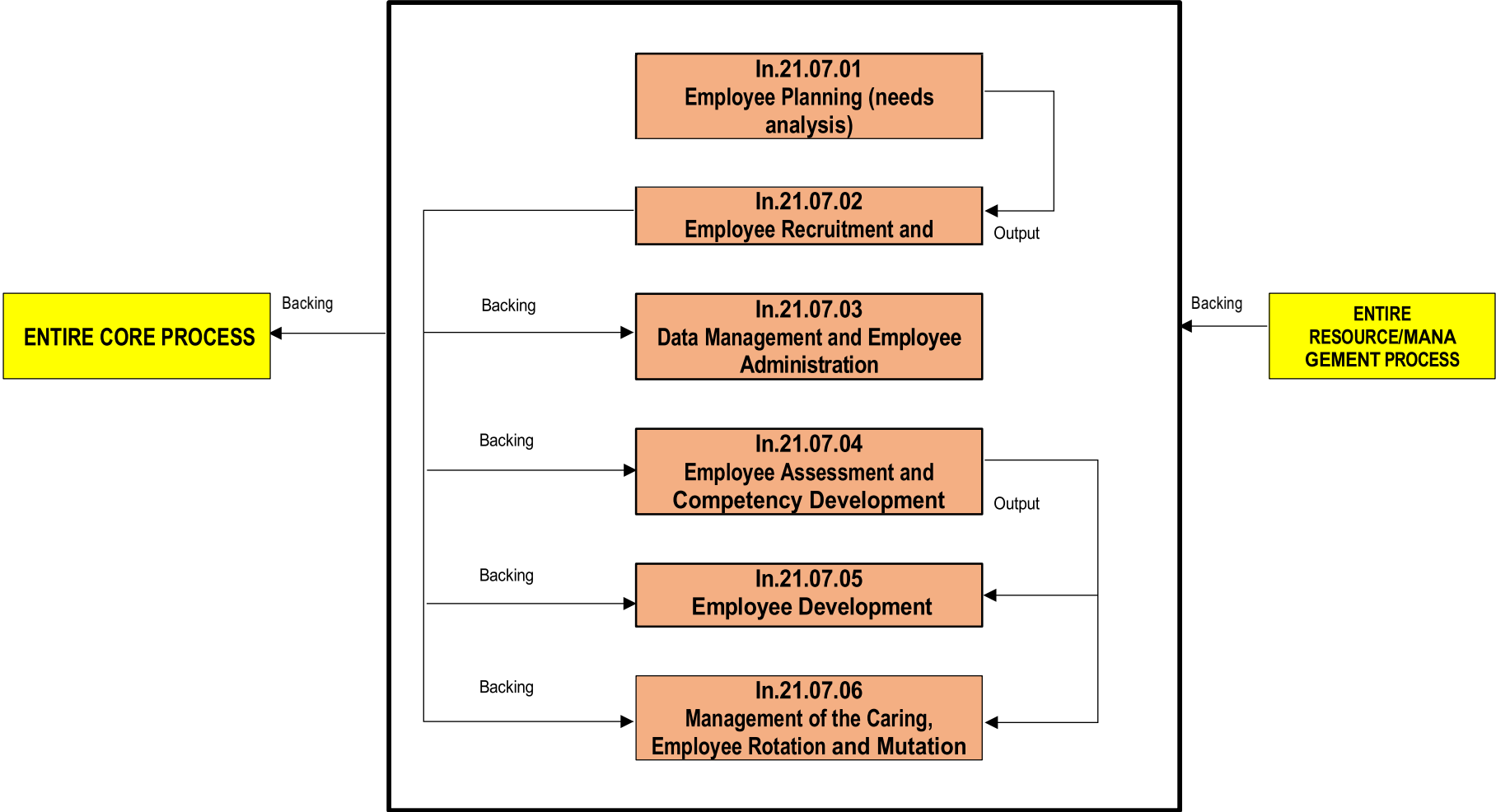


**MAP SUBPROCESSES**  
**In.21.06 INCREASED RELEVANCE AND COMPETITIVENESS OF HIGHER**



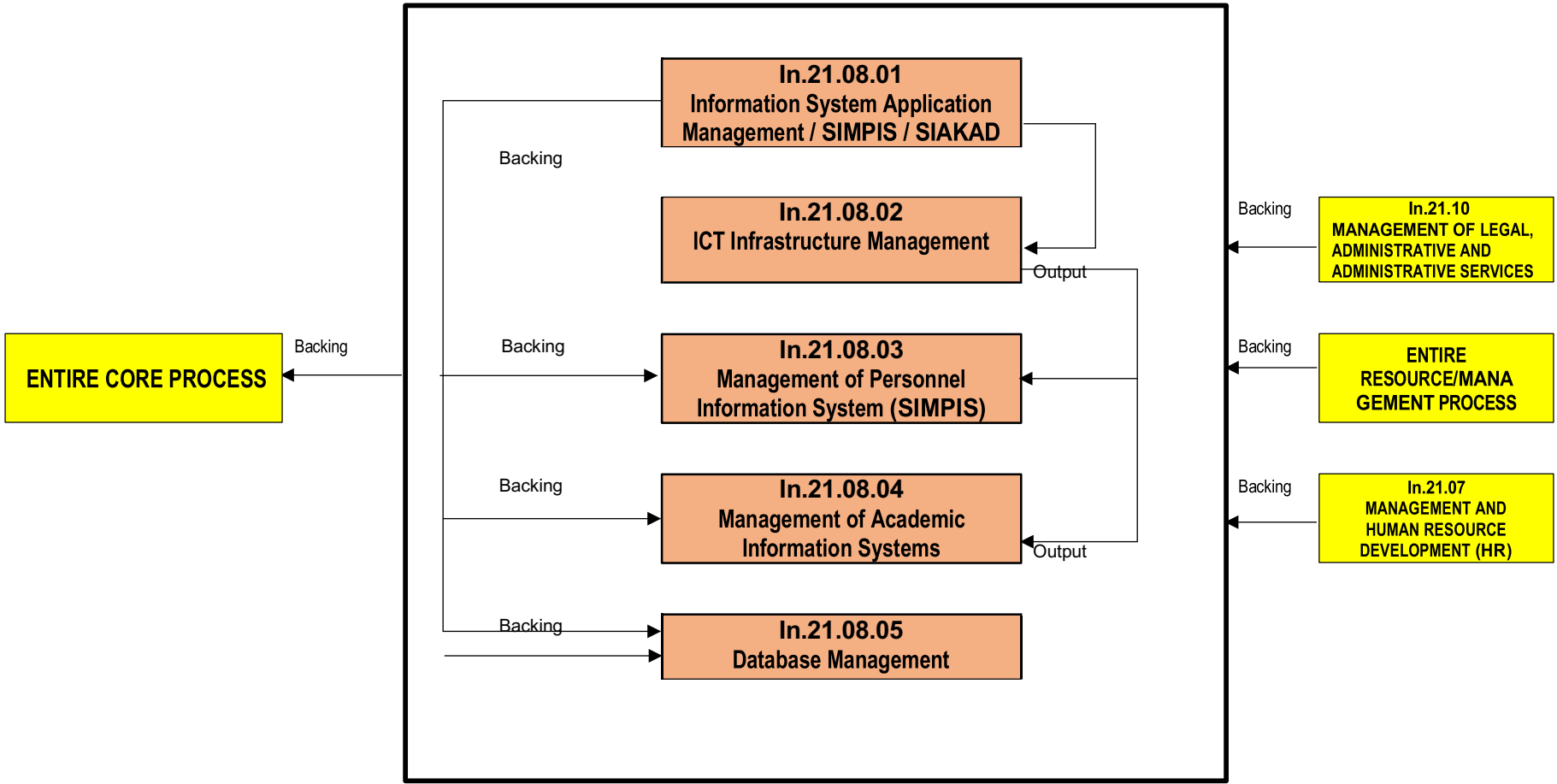


**MAP SUBPROCESSES**  
**In.21.07 HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HR)**



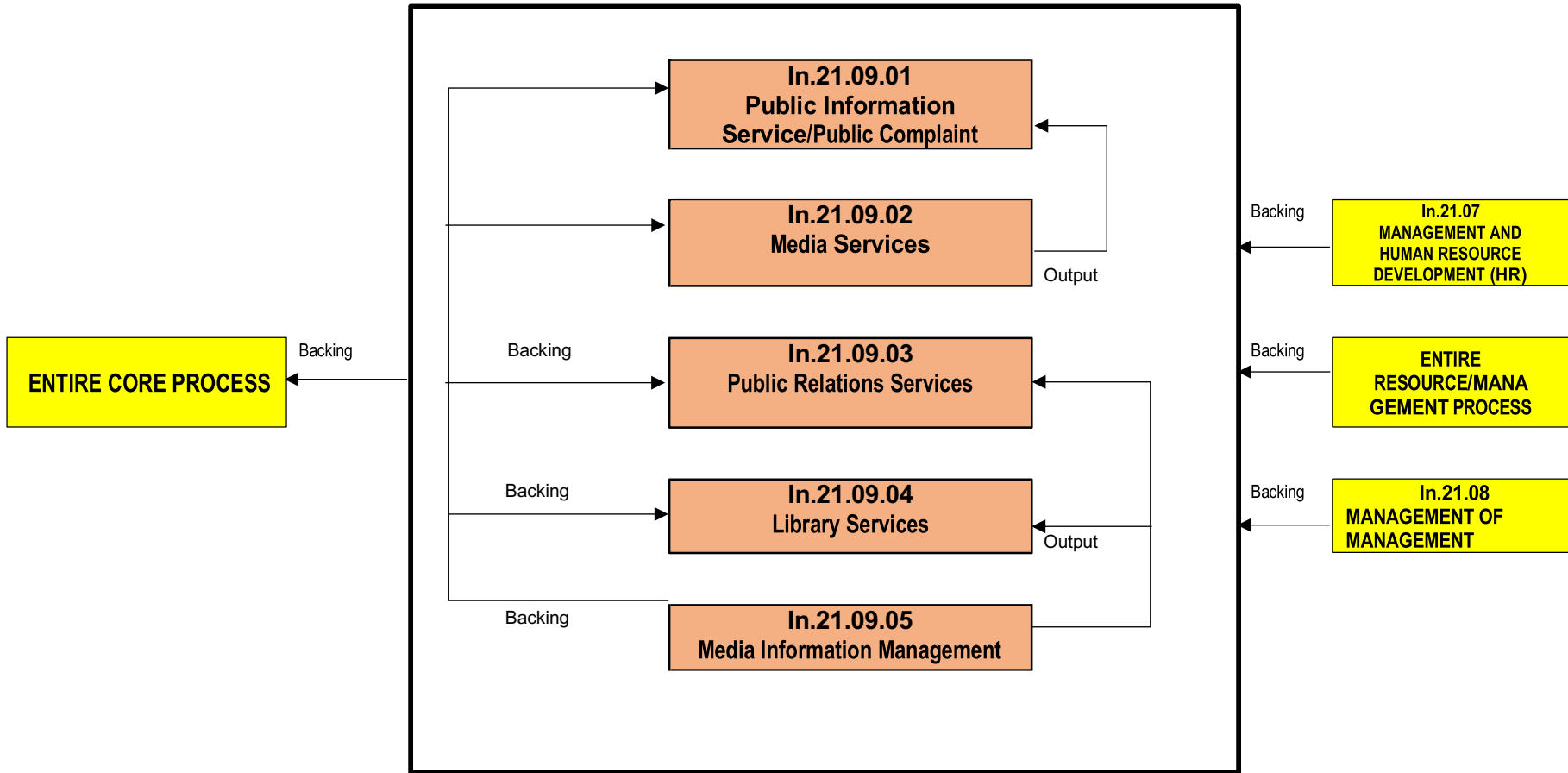


**MAP SUBPROCESSES**  
**In.21.08 MANAGEMENT OF MANAGEMENT INFORMATION**



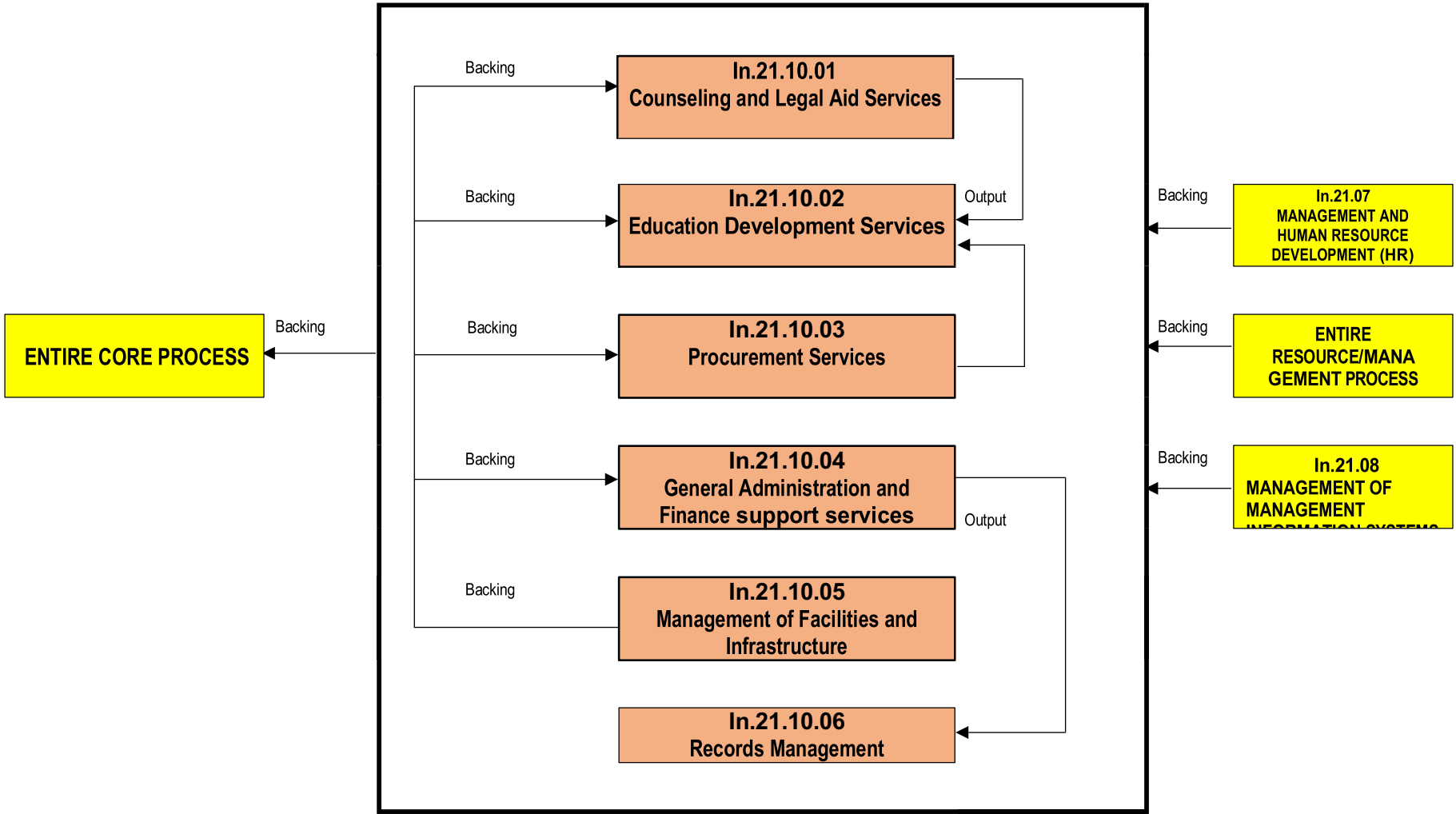


**MAP SUBPROCESSES**  
**In.21.09 INFORMATION, MEDIA AND PUBLIC RELATIONS**



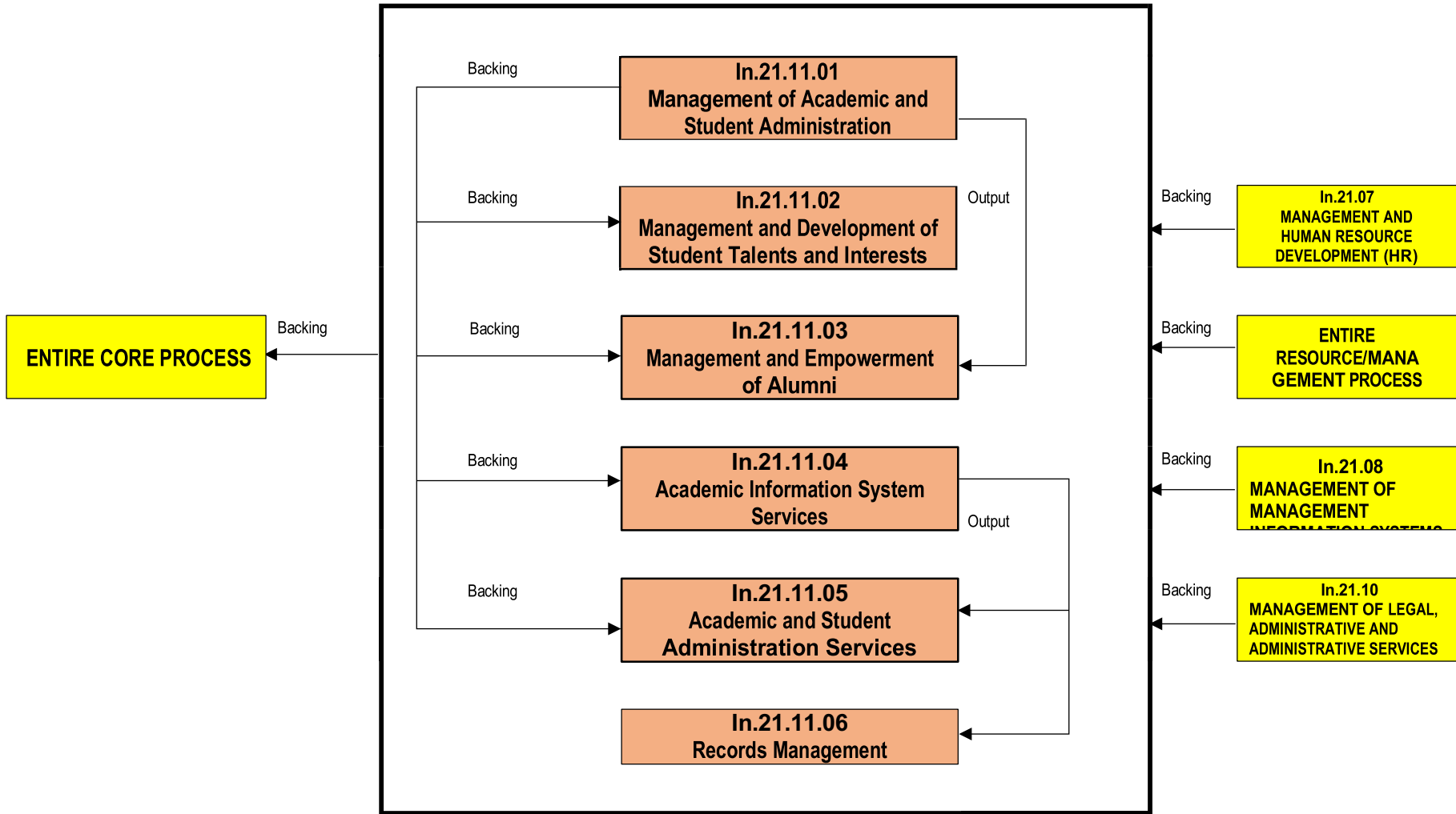


**MAP SUBPROCESSES**  
**In.21.10 MANAGEMENT OF LEGAL, ADMINISTRATIVE AND INFRASTRUCTURE SERVICES**





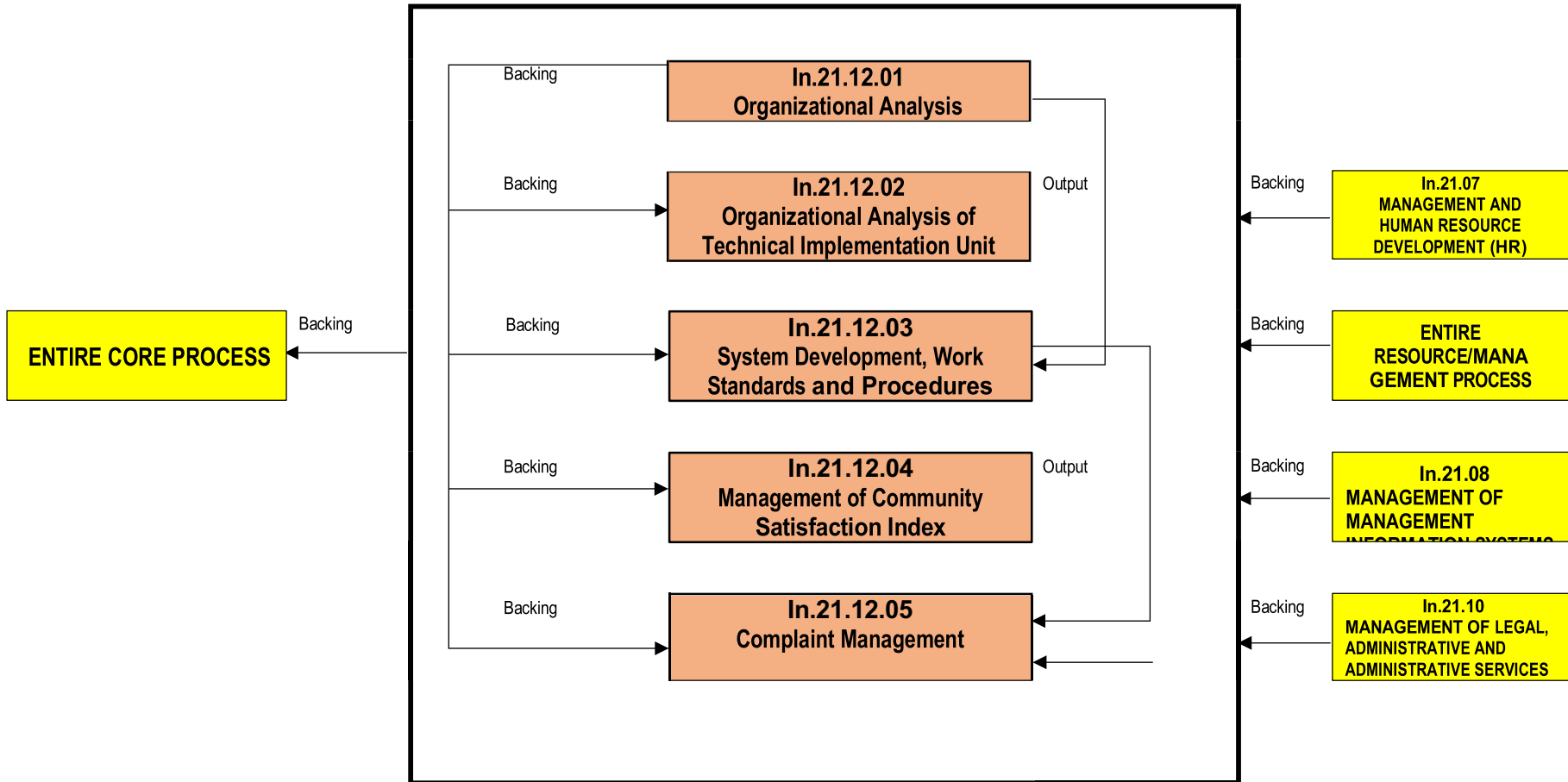
**MAP SUBPROCESSES**  
**In.21.11 MANAGEMENT OF ACADEMIC AND STUDENT SERVICES**





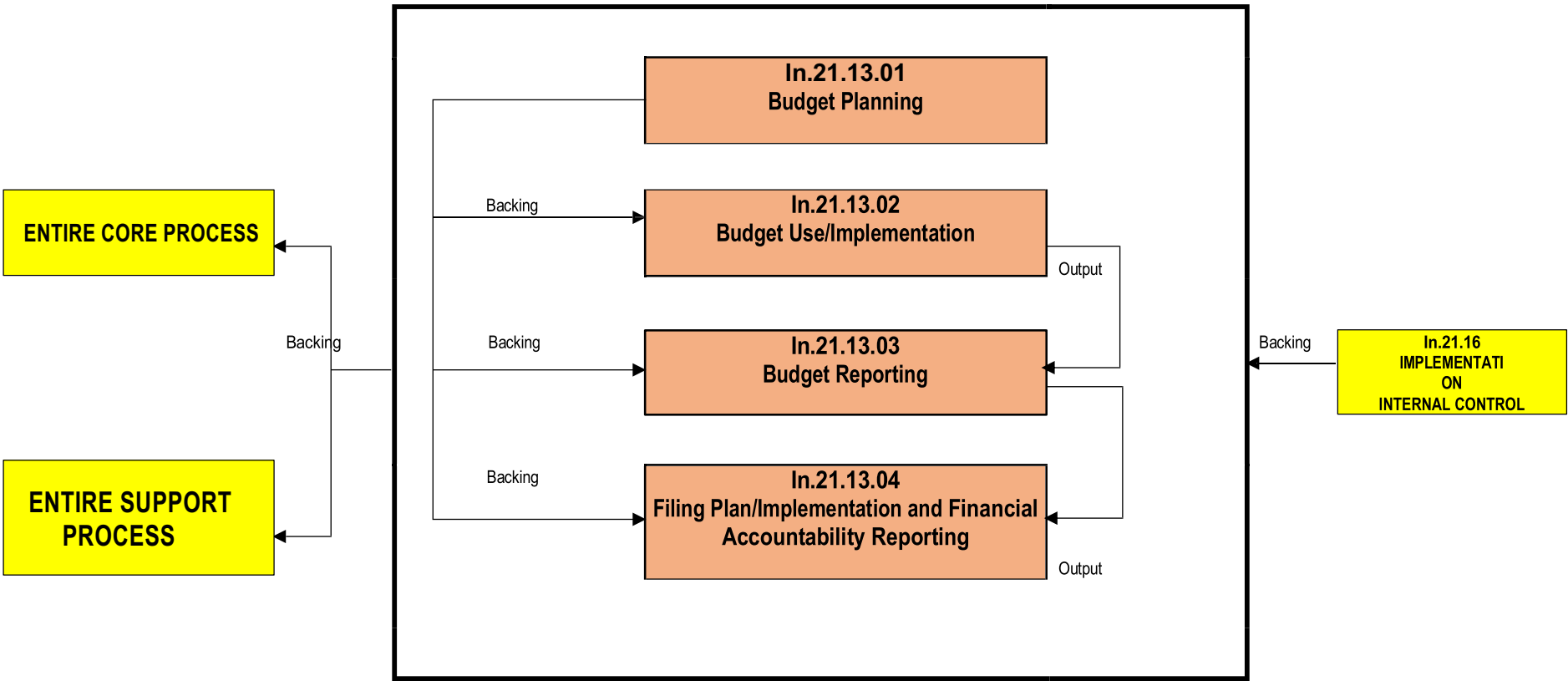


**MAP SUBPROCESSES**  
**In.21.12 ORGANIZATIONAL MANAGEMENT AND MANAGEMENT**



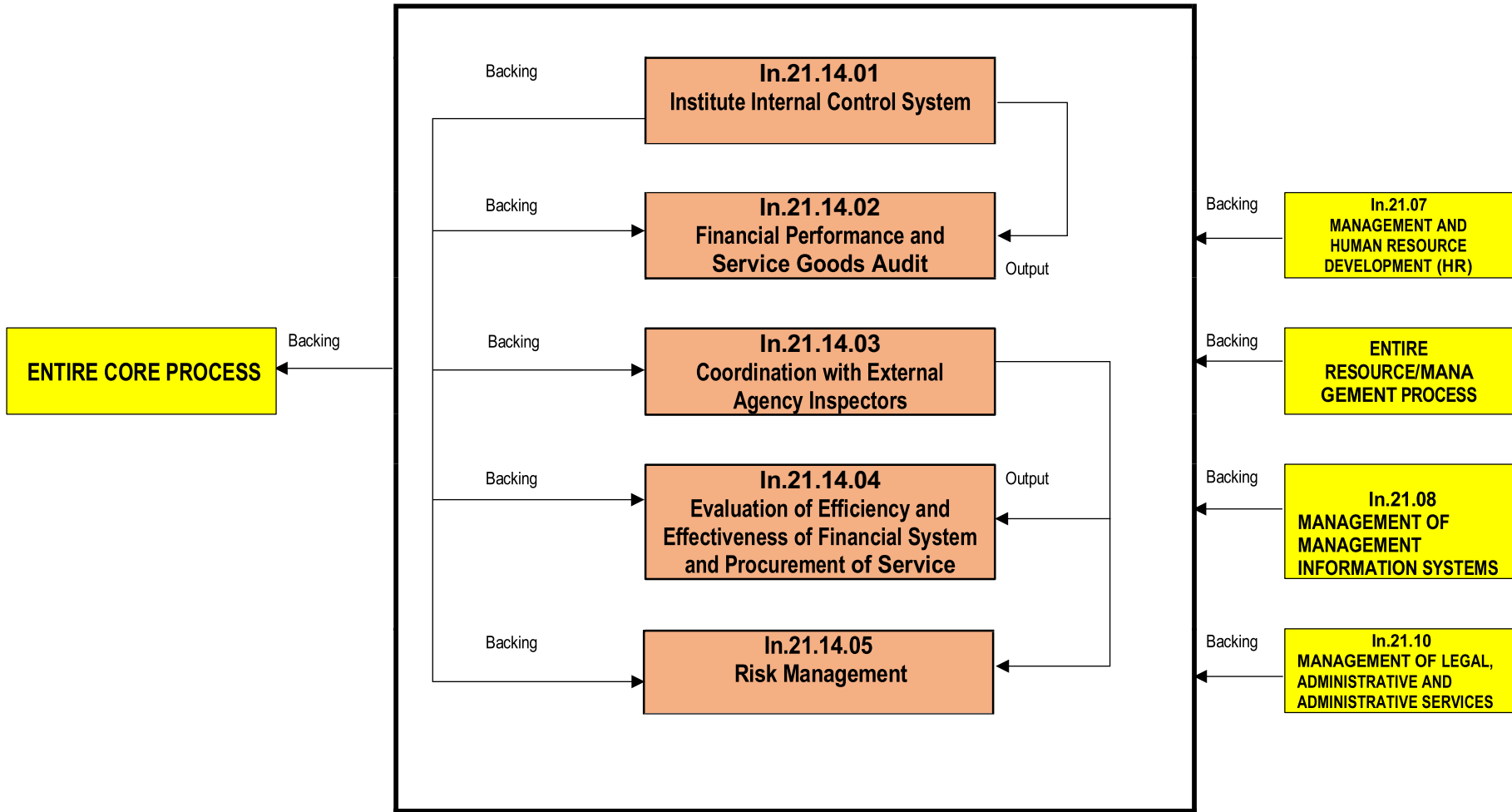


**MAP SUBPROCESSES  
In.21.13 FINANCIAL MANAGEMENT**



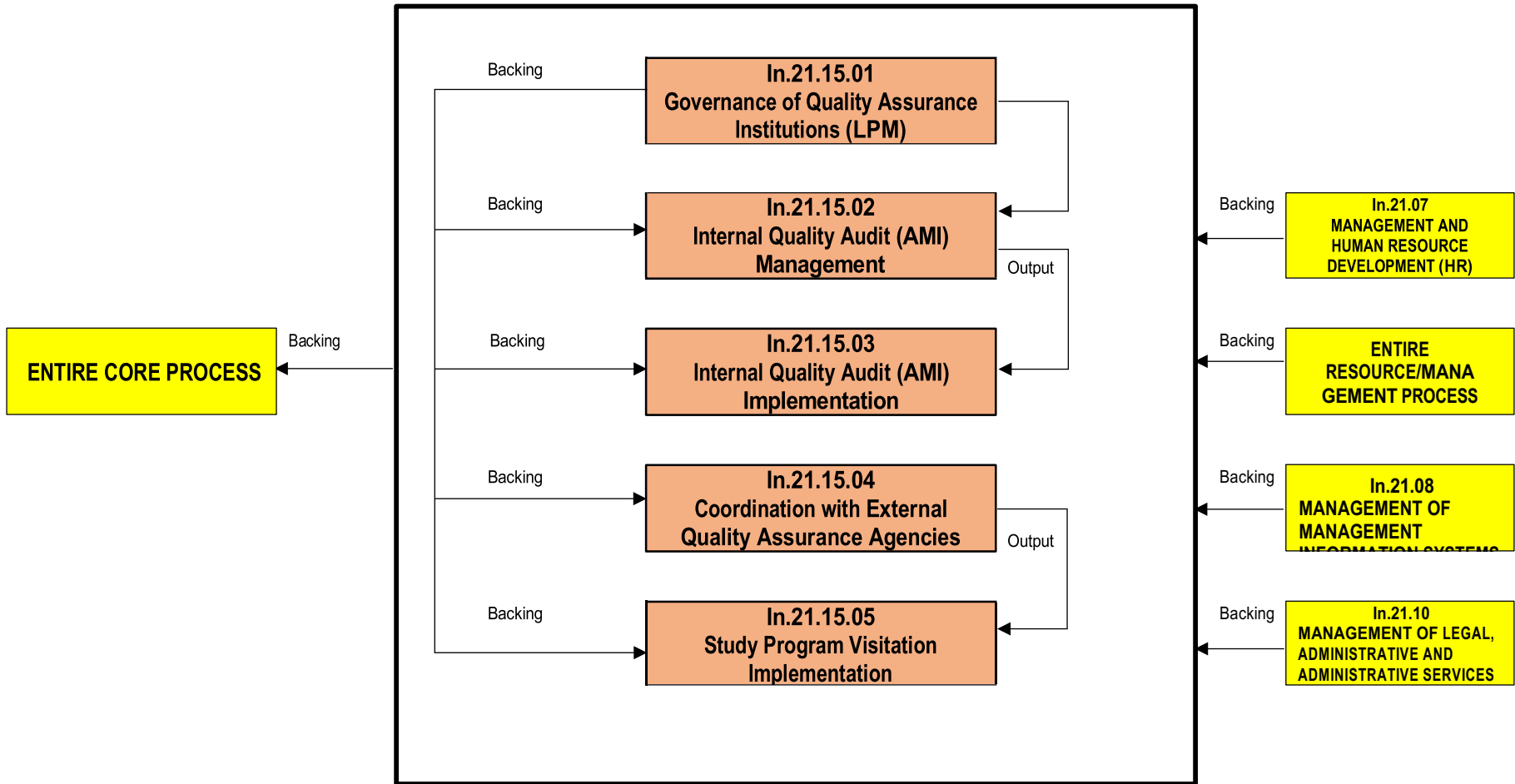


**MAP SUBPROCESSES**  
**In.21.14 IMPLEMENTATION OF INTERNAL CONTROL**



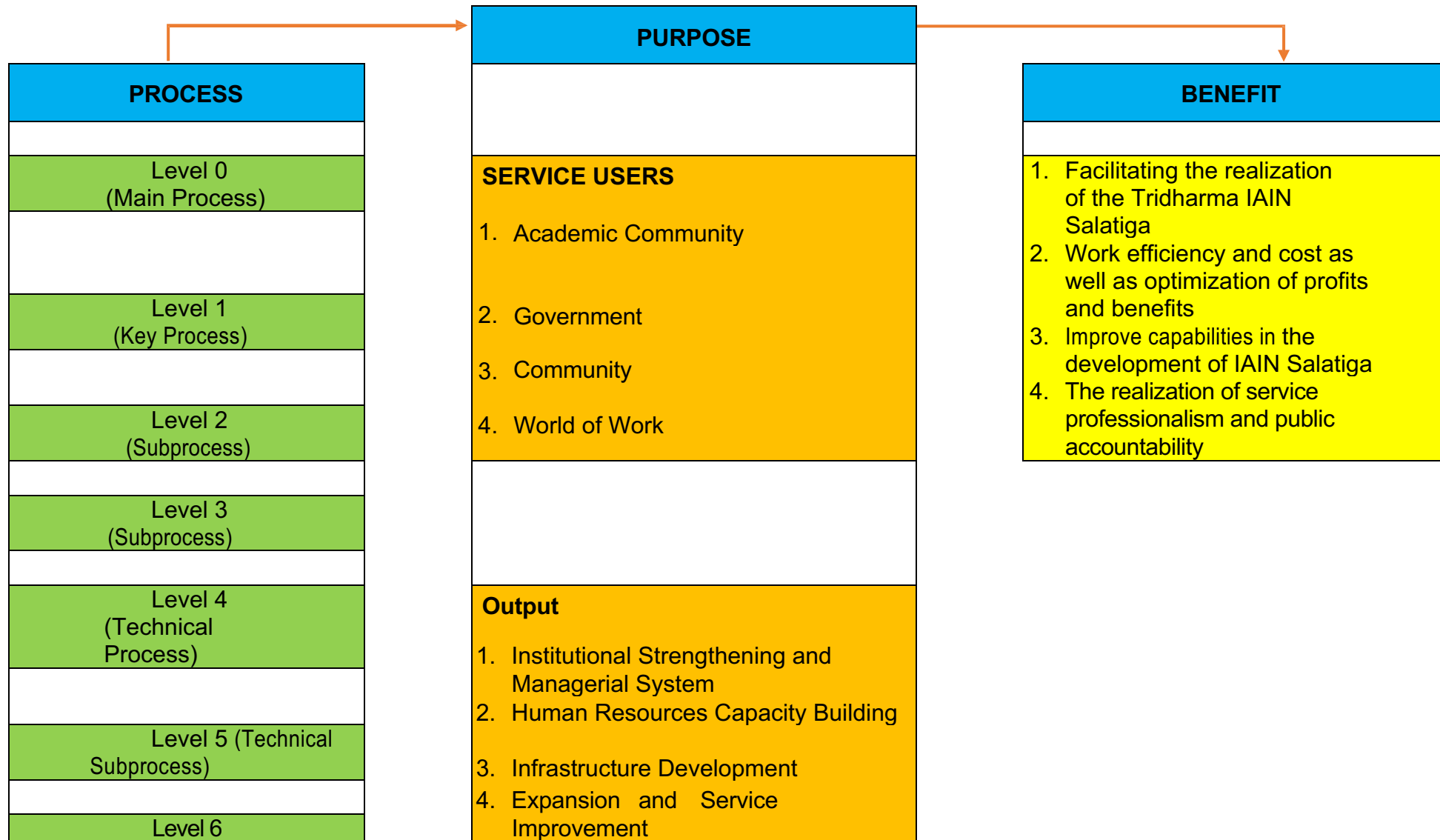


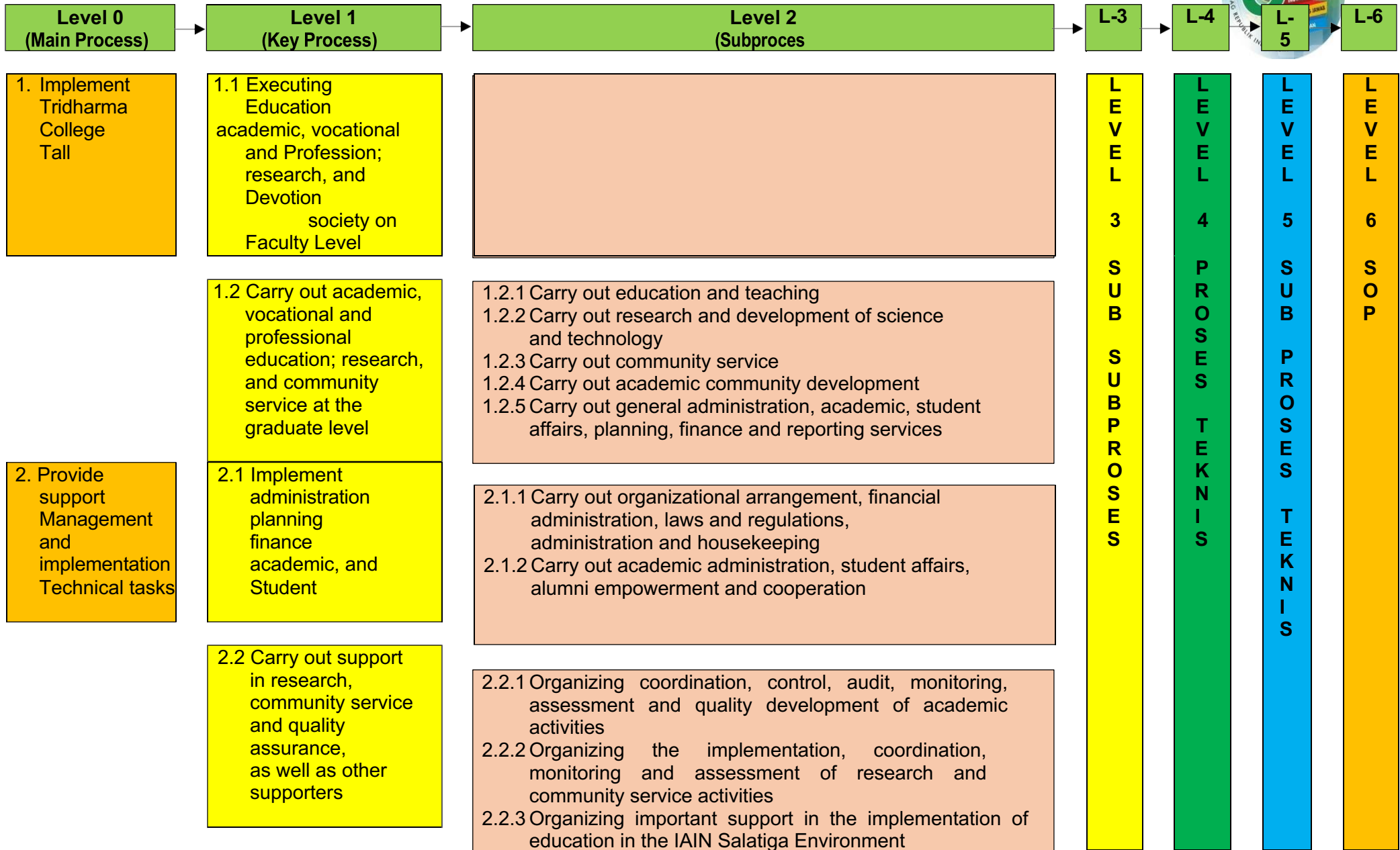
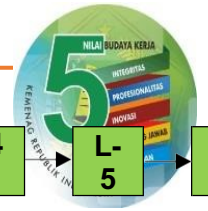
**MAP SUBPROCESSES**  
**In.21.15 IMPLEMENTATION OF QUALITY**





# IAIN SALATIGA BUSINESS PROCESS MAP







Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
1.1.1.1 Developing the Curriculum	1. Design the curriculum		SOP
1.1.1.2 Carrying out lecture activities	2. Develop the curriculum		SOP
	3. Conduct <i>curriculum</i> reviews	Propose courses offered in the semester that will start	SOP
	1. Determine the courses offered in the semester will start	Make a <i>draft</i> of course lecturers	SOP
	2. Assign course supervisors		SOP
	3. Arrange the Lecture Schedule	Certify KRS and KHS students	SOP
	4. Implement student programming	5.1 Distributing Syllabus to course lecturers	SOP
	5. Carry out lecture activities	5.2 Preparing a Lecturer Activity Plan	SOP
	Organizing practicum in courses	5.3 Guiding the preparation of RPP and SAP by course lecturers	SOP
1.1.1.3 Planning Implementation of practicum in courses	UTS and UAS implementation monitoring	Carry out practicum in courses	SOP
1.1.1.4 Executing planning implementation and supervision of UTS and UAS	1. Monitor the quality of student theses	Carry out the collection of test scores	SOP
1.1.1.5 Executing planning, organizing and supervising Final Exams	2. Assign Thesis supervisors	Give approval to the title and theme of the student thesis	SOP
1.1.1.6 Planing, Implementation and evaluation of the educational process	3. Compile and Assign Thesis Examiners	Conducting thesis proposal seminar	SOP
	1. Formulate and evaluate lulusan qualifications and competencies	Prepare a thesis examiner plan	SOP
		Propose lulusan qualifications and competencies	SOP
			SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	Evaluation and development Curriculum		
	3. Carry out development Courses		SOP
	4. Plan collection needs References/Libraries	Propose collection needs References/Libraries	SOP
1.1.1.7 Planning Reporting on Academic Activities	1. Determine budget needs Academic Implementation	Budget needs Academic Implementation	SOP
	2. Monitor Reporting creation Academic Activities	Creating Academic Activity Reporting	SOP
1.1.1.8 Monitoring and evaluating student academics	1. Carry out lecturer assignments guardian	Conduct student consultations with Guardian Lecturer	SOP
	2. Conduct coaching Outstanding Students	Inventory of outstanding students	SOP
1.1.1.9 Conducting ilmu assessment and development through academic practice	1. Planning cooperation activities with other parties in the implementation of academic practice		SOP
	2. Carry Out Implementation Practical Field Experience		SOP
			SOP
1.1.2.1 Planning and implementing research activities by lecturers	1. Making <i>grand design</i> Research majors		SOP
	2. Direction of research activities by lecturer		SOP
	3. Coordinate research activities within the department	Inventory of lecturers' research results, in the form of research, books and journals	SOP
			SOP
1.1.3.1 Planning and implementing community service activities by lecturers	1. Making <i>grand design</i> Community Service Department	Implementation of cooperation with institutions Partners in Community Service	SOP
	2. Direction of community service activities by lecturers	2.1 Coordinate service activities People in the Study Program Environment	SOP
		2.2 Inventory of community service results	SOP





Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
1.1.4.1 Implement and Planning Lecturer Development	Planning the coaching and development of lecturers	Inventory the development and achievements of lecturers	SOP
			SOP
1.1.5.1 Carry out public administration and staffing	1. Carry out administrative affairs	1.1 Carrying out the affairs of the archivist and Document/Archive Services and Maintenance	SOP
	2. Carry out personnel administration services	1.2 Carry out management, service and business travel administration	SOP
		1.3 Carrying out and planning affairs Administration	SOP
	3. Carry out public relations	2.1 Carrying out development affairs official	SOP
		2.2 Carrying out the affairs of the evaluator Power	SOP
		2.3 Carry out material management Staffing and Governance	SOP
	4. Carry out BMN management	2.4 Carry out administrative management and documentation	SOP
		2.5 Carrying out administrative affairs	SOP
	5. Carry out household affairs	3.1 Prepare administration, cooperation, and Institute Development	SOP
		3.2 Conducting public relations, documentation, and information	SOP
		4.1 Planning and managing affairs Inventory of goods	SOP
		4.2 Planning and managing BMN	SOP
	4.3 Planning and execution Goods and Services Analyst	SOP	
	5.1 Planning needs and Use of household affairs	SOP	
5.2 Supervise and	SOP		



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		5.3 Carry out administration Housekeeping	SOP
		5.4 Carry out management and maintenance of machine technicians in the UINAR environment	SOP
		5.5 Implement safeguards and Campus Control	SOP
		5.6 Performing receptionist functions	SOP
		5.7 Performing office concierge duties	SOP
		5.8 Planning and managing vehicles service	SOP
		5.9 Planning and managing affairs Banquet in the university environment	SOP
	6. Carry out information system management	6.1 Revamping and maintaining academic information systems (SIKAD)	SOP
		6.2 Revamping and maintaining employee information systems (SYMPATHY)	SOP
1.1.5.2 Executing Planning, Accounting and Finance	1. Carry out the preparation of plans and budgets	1.1 Planning and managing Administration	SOP
	2. Carry out treasury and accounting affairs	1.2 Develop program plans and budget	SOP
		2.1 Carrying out the affairs of the Treasurer Acceptance	SOP
		2.2 Carrying out the affairs of the Treasurer Expense	SOP
		2.3 Carrying out the affairs of the Treasurer Maid Expenses	SOP
		2.4 Carry out budget data processing and treasury	SOP
	3. Carry out financial reporting and faculty reporting	3.1 Carry out report compilers finance	SOP
		3.2 Carry out administrative management and documentation	SOP





Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		3.2 Confirm the willingness of lecturers Course Supervisor	SOP
1.2.1.3 Planning implementation of practicum in Postgraduate courses	4. Implement programming student	Certify KRS and KHS students	SOP
1.2.1.4 Executing planning implementation and supervision of UTS and UAS	5. Carry out lecture activities	5.1 Inviting lecturers to teach courses for lecture preparation meetings	SOP
1.2.1.5 Executing planning, organizing and supervising Final Exams	Organizing practicum in courses	5.2 Distributing Syllabus to lecturers Course Supervisor	SOP
1.2.1.6 Planing, Implementation and evaluation of the educational and teaching process	Monitoring the implementation of Exams (Final Semester Exams, and Thesis Proposal Exams)	5.3 Prepare a Lecturer Activity Plan	SOP
	1. Monitor the quality of the thesis	5.4 Structuring Student Activities	SOP
	2. Assign supervisors Thesis.	5.5 Provide examples of RPS for lecturers Guardian	SOP
	3. Composing and Assigning examiner and thesis.	5.6 Providing a List of College Attendance All lecturers	SOP
	1. Formulate and evaluate lulusan qualifications and competencies	Carry out practicum in courses	SOP
	2. Formulate quality standards for undergraduate program education and evaluation and development Curriculum	Carry out the collection of Exam scores (Final Semester Exam, Thesis Proposal Exam)	SOP
	3. Carry out development	Give approval to the title and theme of the thesis	SOP
		Conducting thesis proposal seminar	SOP
		3.1 Drawing up a thesis examiner's plan	SOP
		Propose qualifications and competencies Ulusan	SOP
		Provide curriculum development evaluation instruments	SOP
		Compile the draft of study program	SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	4. Plan collection needs References/Libraries	Propose collection needs References/Libraries	SOP
1.2.1.7 Planning Reporting on Academic Activities	1. Determine budget needs Academic Implementation	Proposing budget needs Academic Implementation	SOP
1.2.1.8 Monitoring and evaluating student academics	2. Monitor Reporting creation Academic Activities	Creating Academic Activity Reporting	SOP
1.2.1.9 Conducting ilmu assessment and development through academic practice	1. Carry out clinical study progress activities	1.1 Develop a clinical schedule of study progress student	SOP
	2. Coaching outstanding students	1.2 Drafting reviewers Klisnis Study Progress	SOP
		1.3 Make an Invitation Letter to the progress clergy co-reviewer Student Studies	SOP
	1. Planning cooperation activities with other parties in the implementation of academic practice	1.4 Making Clinical Activity Reports Student study progress	SOP
	2. Carry out Experiential Learning Practices	2.1 Identify outstanding students	SOP
		2.2 Inviting outstanding students	SOP
		2.3 Drafting student coaches Excel	SOP
		2.4 Create an invitation letter for the Trustee Outstanding Students	SOP
		2.5 Distributing invitation letters Coaching Outstanding Students	SOP
		1.1 Drafting MoUs with agencies domestic	SOP
		1.2 Drafting MoUs with outside agencies country	SOP
		2.1 Create an experiential learning schedule	SOP
	2.2 Contacting experiential destinations Learning	SOP	
	2.3 Create an experiential participant list Learning	SOP	
2.4 Compile a list of supervisors Experiential Learning	SOP		



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	3. Conducting Scientific Publication Workshops	3.2 Schedule the workshop 3.3 Drafting workshop participants 3.4 Drafting workshop resource persons 3.5 Collecting workshop materials 3.6 Create workshop reports	SOP SOP SOP SOP SOP
1.2.2.1 Planning and implementing research activities by lecturers	1. Making <i>grand design</i> Research majors 2. Direction of research activities by lecturer 3. Coordinate research activities in Department Environment	Inventory of lecturers' research results, in the form of Research, Books and Journals	SOP SOP SOP
1.2.3.1 Planning and implementing community service activities by lecturers	1. Making <i>grand design</i> Community Service Department 2. Direction of community service activities by lecturers	Implementation of cooperation with institutions Partners in Community Service 2.1 Coordinate service activities People in the Study Program Environment 2.2 Inventory of community service results lecturer	SOP SOP SOP SOP
1.2.4.1 Implementing and planning coaching lecturer	Planning the coaching and development of lecturers	Inventory the development and achievements of lecturers	SOP SOP
1.2.5.1 Carry out public administration and staffing	1. Carry out administrative affairs 2. Carry out personnel administration services	1.1 Carrying out the affairs of the archivist and Document/Archive Services and Maintenance 1.2 Carry out management, service and business travel administration 1.3 Carrying out and planning affairs Administration 2.1 Carrying out development affairs official	SOP SOP SOP SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		2.3 Carry out the management of personnel materials and management	SOP
		2.4 Carry out administrative and documentation management	SOP
		2.5 Carrying out administrative affairs	SOP
	3. Carry out personnel administration services	3.1 Prepare administration, cooperation, and development of institutions	SOP
	4. Carry out BMN management	3.2 Conduct public relations, documentation, and information	SOP
		4.1 Plan and manage inventory affairs	SOP
		4.2 Planning and managing BMN	SOP
		4.3 Planning and implementing goods and services analysts	SOP
	5. Carry out household affairs	5.1 Planning needs and usage	SOP
		5.2 household affairs	
		5.3 Supervise and maintain infrastructure	SOP
		5.4 Carry out household administration	SOP
		5.5 Carry out the management and maintenance of machine technicians in the environment IAIN Salatiga	SOP
		5.6 Implement campus security and control	SOP
		5.7 Performing receptionist functions	SOP
		5.8 Performing office concierge duties	SOP
		5.9 Planning and managing official vehicles	SOP
		5.10 Planning and managing banquet affairs within IAIN Salatiga	SOP
	6. Carry out information		



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
1.2.5.2 Executing Planning, Accounting and Finance	1. Carry out the preparation of plans and budgets  2. Carry out treasury and accounting affairs	1.1 Planning and managing Administration 1.2 Develop program plans and budget 2.1 Carrying out the affairs of the Treasurer Acceptance 2.2 Carrying out the affairs of the Treasurer Expense 2.3 Carrying out the affairs of the Treasurer Maid Expenses 2.4 Carry out budget data processing and treasury	SOP SOP SOP SOP SOP SOP
1.2.5.3 Carrying out academic, student and alumni affairs	3. Carry out financial reporting and faculty reporting  1. Carry out academic administrative services  2. Perform Administering Research and Community Service 3. Carry out student and alumni administration	3.1 Carry out report compilers finance 3.2 Carry out administrative management and 3.3 Documentation 3.4 Carry out financial verification 3.5 Perform information management academic 3.6 Conducting administration Academics 3.7 Performing academic services  3.8 Performing administration student affairs, talent development and student interests 3.9 Perform administration and Alumni Empowerment	SOP SOP SOP SOP SOP SOP SOP SOP SOP
2.1.1.1 Carrying out administrative and archival affairs	1. Carry out archivist affairs as well as service and maintenance of documents/archives	1.1 Clarifying incoming/outgoing mail 1.2 Take notes, give disposition sheets, and Distribute inbound/outgoing mail	SOP SOP





Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		1.3 File incoming/outgoing mail By letter classification	SOP
		1.4 Manage archives manually and electronic	SOP
		1.5 Providing service needs Documents/Archives	SOP
		1.6 Caring for documents, whether digital or printed	SOP
	2. Carry out the management, service and administration of official travel	2.1 Carry out manufacturing services Letter of Assignment and Official Travel	SOP
		2.2 Administering the endorsement of the letter of assignment and business travel	SOP
		2.3 Make a recapitulation of the employee given Letter of Assignment/Official Travel	SOP
	3. Execute and plan Administration Affairs	Administering Incoming Mail and Mail out	SOP
2.1.1.2 Carrying out household affairs	1. Planning the needs and use of household affairs	3.1 Organize and prepare data Housekeeping	SOP
		3.2 Receiving and inspecting materials Housekeeping	SOP
	2. Supervise and maintain infrastructure	3.3 Conceptualize the preparation of household materials and discuss with relevant officials	SOP
		2.1 Supervise usage infrastructure	SOP
		2.2 Manage infrastructure maintenance	SOP
		2.3 Inventory and responsibility at	SOP
		2.4 Management of official vehicles	SOP
		2.5 Manage usage, borrowing and Service Vehicle Maintenance	SOP
	3. Carry out the management and maintenance of machine technicians in	2.6 Manage the use of buildings, spaces meeting	SOP
		2.7 Carry out network maintenance of Fiber	



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		3.2 Carry out maintenance of sanitary water and generator sets	SOP
		3.3 Controlling campus cleanliness	SOP
		3.4 Carry out maintenance of ATS-AMF, AC panels	SOP
		3.5 Carry out water reservoir maintenance	SOP
		3.6 Carry out management and maintenance Tamasn and Lanscape	SOP
	4. Implement campus security and control	4.1 Implement security for vehicles in and out of campus and control parking	SOP
		4.2 Serving loss reports and follow-ups thing	SOP
		4.3 Carry out security and order duties in other campus environments	SOP
	5. Carry out the function of IAIN Salatiga campus receptionist	5.1 Provide location plan information services to guests at the gate	SOP
		5.2 Recording retorat guests and marking Identifier	SOP
	6. Carry out office attendant duties	6.1 Submitting a need for cleaning equipment	SOP
		6.2 Controlling campus cleanliness	SOP
		6.3 Close and lock the entire room after office hours are over	SOP
		6.4 Setting up meeting rooms and sound	SOP
		6.5 Prepare activity infrastructure in halls and meeting rooms	SOP
		6.6 Organizing and arranging office items/equipment	SOP
	7. Plan and manage official vehicles	7.1 Study standards, guidelines and work procedures on tasks Drive an official vehicle	SOP
		7.2 Inspect and maintain official vehicles	SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		7.3 Drive the appropriate official vehicle procedure	SOP
2.1.1.3 Executing management of State Property	8. Plan and manage banquet affairs within the Institute	8.1 Implement plans and preparations Banquet Needs	SOP
	1. Plan and manage inventory affairs	8.2 Provide equipment and banquets for Guest and Leadership Meeting	SOP
	2. Planning and managing BMN	8.3 Managing the circulation of drinking water of the rectorate	SOP
		1.1 Manage inventory administration ATK and household offices	SOP
		1.2 Manage the distribution of inventory items	SOP
		1.3 Physical hospitalization of goods Supplies	SOP
		1.4 Serving BMN distribution	SOP
	3. Planning and implementing goods and services analysts	1.5 Manage inventory maintenance office	SOP
		2.1 Inventory BMN and validate its ownership	SOP
		2.2 Make a List of Room Items, record mutations/movements items between rooms, and control the whereabouts of items	SOP
		2.3 Identifying and recording changes in BMN conditions	SOP
		2.4 Record and store the BMN heavily damaged to the warehouse and made a proposal for its removal	SOP
		2.5 Make a recapitulation of the procurement contract	SOP
		3.1 Analyze the needs of goods and services	SOP
		3.2 Preparing pre and post documents Procurement of goods and services	SOP
		3.3 Recapitulate the distribution of goods	SOP
		3.4 Make plans and realization reports	



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
2.1.1.4 Prepare plans, programmes and budgets	1. Planning and managing administration	1.1 Collecting materials and data supporting the Proposed Ceiling, Plan Activities and Budget, TOR and RAB, RKA units/sections/faculties and RKA-KL	SOUP
		1.2 Collecting Support Data Attachments Business Plan and Budget	SOUP
		1.3 Collecting materials to fulfill APBNP proposal	SOUP
		1.4 Administering outgoing and incoming mail	SOUP
	2 Develop program plans and budgets	2.1 Analyze the results of the preparation of plans Budget Program	SOUP
		2.2 Structuring and preparing materials Annual Program Plan and 5-Year Program	SOUP
		2.3 Prepare TOR and RAB data to support Activity Plan and Budget University	SOUP
		2.4 Developing Data to support the Business Plan and Budget	SOUP
		2.5 Drafting materials to fulfill proposals APBNP	SOUP
		2.6 Prepare materials for the RKA-KL Revision Proposal	SOUP
2.1.1.5 Evaluate programs, budgets, and performance reporting	1. Carry out program and budget evaluations	1.1 Process program evaluation instruments and current FY budgets	SOUP
		1.2 Compile Monthly, Quarterly, and Per-Realization Report Data semester/year	SOUP
		1.3 Processing the Implementation Evaluation report Programs and Budgets	SOUP
		1.4 Preparing Year Activity Report Current budget Planning Section	SOUP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	2. Evaluate program and budget reporting	2.1 Process program evaluation instruments and budget 2.2 Prepare reports on achievement realization Programs and budgets 2.3 Processing Achievement Evaluation data Implementation of the budget for the current Fiscal Year 2.4 Collecting and processing data support 2.5 Processing E-Monev Reporting 2.6 Convey information/correct solving of work unit problems regarding techniques for preparing achievement reports Budget implementation	SOP SOP SOP SOP SOP SOP
2.1.1.6 Implementing the budget and treasury	1. Carry out the affairs of the Treasurer of Revenue	1.1 Carry out bookkeeping and preparation of receipt reports and belanja 1.2 Carrying out Acceptance Reconciliation 1.3 Receiving and transacting Cash payment	SOP SOP SOP
	2. Carry out the affairs of the Expenditure Treasurer	2.1 Carry out bookkeeping and LPJ Expenditure Treasurer 2.2 Draft RPD, letter to Bank, KPPN and other parties 2.3 Performing Cash Payments and Account Monitoring 2.4 Verifying and signing RM/BLU payment documents, withdrawals, other payments and proof of withholding annual tax returns 2.5 Archiving LPJ Treasurer, Auxiliary Book and Treasurer's documents Other Expenses	SOP SOP SOP SOP SOP
	3. Carry out the affairs of the Treasurer	3.1 Carry out bookkeeping and LPJ Treasurer of auxiliary expenditures	SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		3.2 Prepare payment documents	SOP
		3.3 Making Control of Budget Realization Head Office	SOP
		3.4 Issue a Request for Disbursement of Internal Funds (SP2D-i) of PNPB BLU funds, Thaw and administer it	SOP
		3.5 Managing cash and preparing Shopping endorsement data	SOP
	4. Carry out budget and treasury data processing	4.1 Checking and administering Employee Shopping Documents	SOP
		4.2 Create employee pay lists Other	SOP
		4.3 Monitoring and input data on changes in salaries of Head Office employees on GPP	SOP
		4.4 Preparing RKAKL and RKAL Revision	SOP
		4.5 Drafting SK, Incoming and Outgoing Letters in the Finance Department and Accountancy	SOP
		4.6 Administering, depositing and pay SSP, SSBP and SSPB	SOP
		4.7 Preparing Time Tax Return Report	SOP
2.1.1.7 Verify budgets, agency accounting, SIMAK SMN, BLU accounting, and prepare financial statements	1. Carry out financial statement compilers	1.1 Perform data input on the application	SOP
		1.2 Carry out realization reconciliation budget	SOP
		1.3 Prepare SAP financial statements and BAG	SOP
		1.4 Creating SPM, Attestation, shopping Goods and Capital	SOP
	2. Carry out administrative and document management	2.1 Administering disbursement documents PNPB and RM	SOP
		2.2 Administering documents Fuel payments	SOP
	3. Carry out verification finance	3.1 Carry out document verification and	SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)	
		3.2 Create DRPP Submission for SOP Shopping	SOP	
2.1.1.8 Managing, developing, and mutating employees	1. Carry out employee development affairs	3.3 Administering shopping completeness GU, GUP, and TUP	SOP	
		3.4 Create a completed travel document Service	SOP	
		1.1 Processing the activities of Baperjakat and the senate Institute	SOP	
		1.2 Prepare and process follow-up of study assignments, major leave, and leave d Outside the Dependents of the State	SOP	
		1.3 Prepare a draft mutation decree and letter of assignment	SOP	
		1.4 Employee placement	SOP	
		1.5 Preparing and collecting materials implementation of assessment and data to support employee development	SOP	
		1.6 Processing NIDN, NIDK and NUP	SOP	
		1.7 Propose NIDN and serdos participants	SOP	
		1.8 Draft a decree on disbursement of allowances Profession and Honorary Allowance of Lecturer	SOP	
		2. Carry out energy evaluation affairs	2.1 Manage employee performance instruments	SOP
			2.2 Evaluating performance and indiscipline official	SOP
			2.3 Evaluate progress reports Employee Further Study	SOP
		3. Carry out the management of personnel materials and management	3.1 Processing promotion services and Supporting the Academic Promotion of Lecturers	SOP
			3.2 Processing mutation/ task switching/ function switching	SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		3.5 Processing energy promotion Educational	SOP
		3.6 Preparing implementation materials Provision of Senate Session Recommendations	SOP
	4. Carry out administrative and documentation management	4.1 Checking and processing files Personnel	SOP
		4.2 Manage finger print apps every day for all employees (civil servants and non-civil servants)	SOP
		4.3 Administering employee data	SOP
		4.4 Create a cover reply letter work	SOP
		4.5 Managing SIMPEG IAIN Salatiga, SIMPEG Kemenag, SIM DIKLAT and DIKTI forlap application	SOP
	5. Carry out administrative affairs	4.6 Processing food money acquisition applications	SOP
		5.1 Processing mail incoming/outgoing Section Organization and Staffing	SOP
		5.2 Setting up service needs Personnel	SOP
		5.3 Receiving and documenting Personnel files	SOP
		5.4 Classifying employment documents	SOP
		5.5 Prepare Teacher Confirmation documents Big	SOP
		1.1 Create. Review, review and refine work guidelines and /SOUP	SOP
		1.2 Facilitate problem resolution SOP implementation	SOP
		1.3 Prepare Report preparation materials	SOP
		1.4 Government Agency Performance Accountability (LAKIP)/Performance Report (I Ki)	SOP
2.1.1.9 Structuring organizations and governance, performance reports, and laws and regulations	1. Carry out management analysis		
	2. Carry out jabtan analysis		





Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		2.3 Create HR ratios	SOP
		2.4 Provide charts and structures organization	SOP
		2.5 Administering job description data, job analysis, workload analysis, job map, and charts & structures organization	SOP
	3. Carry out legal product analysis	3.1 Document and manage Legal documentation	SOP
		3.2 Processing decrees and rector's regulations	SOP
		3.3 Prepare policy preparation materials	SOP
		3.4 Carry out identification, analysis and Socialization of Laws and Regulations of the Rector	SOP
		3.5 Manage troubleshooting Personnel	SOP
			SOP
2.1.2.1 Managing academic information	1. Carry out data processing	1.1 Prepare information materials and processing SPMB data	SOP
		1.2 Carry out administrative management and documentation	SOP
		1.3 Registration and herregritation data entry on academic application	SOP
		1.4 Collecting academic transaction data (lectures)	SOP
		1.5 Preparing calendar preparation materials academic	SOP
		1.6 Manage lecture room data	SOP
		1.7 Update administration apps academic	SOP
		1.8 Managing PD DIKTI forlap	SOP
		1.9 Create student statistics	SOP
2.1.2.2 Conducting academic administration	1. Carry out administrative management and documentation	1.1 Processing degree endorsement	SOP
		1.2 Preparing report preparation materials	SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		1.3 Document regulations/ juknis/ Higher Education circular	SOP
	2 Carry out academic administration drafters	2.1 Prepare an academic manual	SOP
		2.2 Prepare a schedule for the implementation of activities Academic Subdivision	SOP
		2.3 Creating TOR academic activities	SOP
		2.4 Drafting field service letters academic	SOP
2.1.2.3 Performing academic services	1. Carry out administrative affairs	1.1 Administering activity reports academic	SOP
		1.2 Implement an academic helpdesk	SOP
	2 Carry out the management of academic services	2.1 Facilitating the creation of KTM	SOP
		2.2 Processing the certificate Related to Academics and Student / Lecturer Research Permits	SOP
2.1.2.4 Conducting student administration, fostering student talents and interests	Carry out administrative and documentation management	2.3 Implement an academic helpdesk	SOP
		1.1 Administering scholarships	SOP
		1.2 Carry out administration and document coaching activities student	SOP
2.1.2.5 Administering and empowering alumni	Carry out administrative and documentation management	1.3 Managing and maintaining equipment Student Activities	SOP
		1.1 Manage alumni data and cards	SOP
		1.2 Prepare alumni briefing to Prospective graduates	SOP
		1.3 Prepare and document Alumni Activities	SOP
		1.4 Logging and tracing Alumni	SOP
2.1.2.6 Preparing administration, cooperation, and development of institutions	Carry out administration and documentation management	1.5 Prepare a draft Activity Decree	SOP
		1.1 Managing employee permit documents abroad	SOP
		1.2 Assist with scholarship information services, KKN and international shortcourse	SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
2.1.2.7 Conduct public relations, documentation, and information	1. Carry out the secretarial affairs of the leadership	1.1 Managing the agenda of leadership activities	SOP
		1.2 Serving the needs of leadership meetings	SOP
		1.3 Hosting guests and recording their needs according to procedures based on the agenda that has been set for time efficiency.	SOP
		1.4 Managing telephone and fax usage leader	SOP
	2. Carry out public relations and protocol management	2.1 Manage and administer mail Public Relations	SOP
		2.2 Managing telephone usage and faximile subdivision Public Relations and Information	SOP
		2.3 Administering, providing and managing public information and announcement	SOP
		2.4 Setting up the event commemoration of national holidays and office anniversaries	SOP
		2.5 Managing the hosting agenda University	SOP
		2.6 Managing exhibitions University	SOP
			SOP
			SOP
	1. Curriculum Development	1.1 Establishment of Internal Quality Audit team (AMI)	SOP
	2. SPMI Development	1.2 AMI implementation	SOP
2.2.1.1 Coordinate the quality implementation of academic activities at the Faculty and Post levels			SOP
2.2.1.2 Control and audit the implementation of the quality of academic activities at the Faculty and Post levels	1. Data collection and accreditation assistance		SOP
	2. Data and document control Academic Quality		SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	3. Implementation quality audit Academics in Study Program		SOP
2.2.1.3 Implement the quality of student development and mentoring (Mentoring Center and Student Quality Development)	1. Student Data Collection and Registration		SOP
	2. Development of activities in improving the quality of students		SOP
2.2.2.1 Carry out the preparation of plans, program and budget evaluations and reporting for research	1. Cooperate with external parties in the development of research networks and community service Development Grand Design Research University		SOP
2.2.2.2 Carry out the preparation of plans, evaluation of programs and budgets as well as reporting for community service	2. Data collection of lecturer research by coordinating with Faculty		SOP
2.2.2.3 Carry out the preparation of plans, program and budget evaluations as well as reporting for the publication of research results and service to community	1. Cooperate with external parties in the development of research networks and service to community		SOP
	2. Data Collection of Lecturer Service by coordinating with the Faculty		SOP
	3. Grand design development community service IAIN Salatiga		SOP
	1. Cooperate with external parties in network development Scientific publication and journal management		SOP
	2. Data collection of reporting results and publication of research results and		SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	Community Service with Faculty		
2.2.2.4 Carry out the preparation of plans, evaluation of programs and budgets and reporting in development of the Study center	1. Cooperate with external parties In the development of the study center		SOP
	2. Data Collection Development of the study center		SOP
			SOP
2.2.3.1 Library: Carry out services, guidance, and library development, establish cooperation between libraries, control, evaluate, and compile literature reports	1. Circulation Services	1.1 Providing lending services	SOP
		1.2 Provide return services	SOP
		1.3 Providing renewal services	SOP
		1.4 Providing sanctions services delay	SOP
		1.5 Providing billing services delay	SOP
		1.6 Providing circulation statistics services	SOP
		1.7 Providing mail delivery services Borrow-free	SOP
	2. Library administration services	2.1 Administering various Library Data	SOP
		2.2 Provide registration services New members	SOP
		2.3 Updating member data library	SOP
	3. Library facilities Introduction Service	3.1 Provide library tour services for New members	SOP
		3.2 Compile various booklets, such as catalogs Reference Collection, Catalog of Works of the Academic Community, Catalog of Library Facilities	SOP
	4. Coaching for library users	4.1 Training on the use of resources References to library members	SOP
		4.2 Creating and developing ..	SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		4.3 Holding competition races Review of new books for library members	SOP
		4.4 Rewarding the library's most active members	SOP
	5. Coaching for librarians and administrative staff	5.1 Provide librarian skill improvement trainings	SOP
		5.2 Encourage librarian career advancement	SOP
		5.3 Rewarding librarians' achievements	SOP
		5.4 Encourage librarians to participate in various scientific forums on library	SOP
		5.5 Develop discipline-based librarian specifications	SOP
	6. Fostering the career improvement of the academic community	6.1 Exhibiting the scientific work of the academic community	SOP
		6.2 Launching spectacular works lecturer	SOP
	7. Development of Library Financial System	7.1 Development of the Library Financial System	SOP
		7.2 Provide financial data to financial auditors	SOP
		7.3 Drafting RKA-KL	SOP
	8. Library IT Development	8.1 Develop an electronic library website / E-Library for members	SOP
		8.2 Developing E-Catalog	SOP
		8.3 Developing library networks	SOP
		8.4 Publishing references through electronic media	SOP
	9. Special Library Development	9.1 Developing Islamic studies libraries	SOP
		9.2 Renewing the reference collection of the Islamic Studies library	SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	10. Development of the physical design of the library	10.1 Developing patented library model prototypes	SOP
	11. Development of cooperation and its administration	10.2 Developing library interior design	SOP
		11.1 Developing library networks National and International Level	SOP
		11.2 Develop networks with data providers, such as Central Bureau of Statistics (BPS), research institutions, such as LIPI, LSI	SOP
		11.3 Cooperate between libraries Cooperate with data provider institutions, such as the Central Statistics Agency (BPS), research institutions, such as LIPI, LSI	SOP
		11.4 Drafting MoUs between national and international libraries	SOP
		11.5 Conduct MoUs with national data providers and International	SOP
		12.1 Evaluating library circulation	SOP
		12.2 Evaluating the procurement of reference sources	SOP
	12. Evaluation of library services	12.3 Evaluating e-resources services	SOP
		12.4 Evaluating non-book materials service	SOP
		12.5 Evaluate the service of non-book library collections materials service)	SOP
		13. Evaluation of library administration	13.1 Mevaluation of administration of various library data
13.2 Evaluating new member registration services			SOP





Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		13.3 Evaluating library member data	SOP
		14.1 Evaluating the library's financial management system	SOP
	14. Evaluation of library finances	14.2 Evaluating the use of RKA-KL budgets	SOP
	15. Evaluation of library development	15.1 Evaluate library website development	SOP
		15.2 Evaluating Library IT development	SOP
		15.3 Evaluate the development of electronic library networks / E-Library for members	SOP
		15.4 Evaluating the publication of various references through electronic media	SOP
	16. Prepare circulation service reports	16.1 Preparing loan reports	SOP
		16.2 Preparing an extension report	SOP
		16.3 Preparing a delay sanski report	SOP
		16.4 Prepare a late billing report	SOP
		16.5 Prepare a late billing report	SOP
		16.6 Prepare a free loan letter report	SOP
	17. Prepare library administration reports	17.1 Prepare reports on the administration of various library data	SOP
		17.2 Prepare a new member registration report	SOP
		17.3 Compile data of all library members	SOP
	18. Compile library performance reports	18.1 Prepare monthly activity reports	SOP
		18.2 Prepare reports on work program challenges and quarterly installment realization	SOP
		18.3 Prepare annual activity reports	SOP
	19. Prepare Library IT development	19.1 Prepare database progress reports	SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		19.2 Prepare a progress report on the library website	SOP
		19.3 Prepare a repository progress report	SOP
		19.4 Preparing E-Catalog reports	SOP
		19.5 Prepare e-resource service management reports	SOP
		19.6 Preparing audiovisual collection reports	SOP
	20. Prepare library financial statements	20.1 Prepare a report on the use of the RKA-KL Library budget	SOP
		20.2 Prepare a report on the use of the RKAKL Library budget	SOP
		20.3 Prepare income financial statements and non-RKA-KL library expenditure	SOP
	21. Prepare a library cooperation report	21.1 Prepare reports on cooperation between libraries at national and international levels	SOP
		21.2 Prepare reports on cooperation with data provider institutions, such as the Central Statistics Agency (BPS), institutions-research institutions, such as LIPI, LSI	SOP
			SOP
2.2.3.2 UPT TIPD: Manage and develop information systems management, development, maintenance of networks and applications, database management, development of other technologies and network cooperation	1. Manage and develop management information systems	1.1 Working with units to manage Higher Education Database (PD Dikti)	SOP
		1.2 Manage and develop interface design	SOP
		1.3 Manage and develop IAIN Salatiga website content	SOP
		1.4 Assist units in developing their website content	SOP
		1.5 Harmonizing the content of the Institute's	SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		1.6 Managing and developing data Application and verify data recording	SOP
		1.7 Design and develop databes structures	SOP
		1.8 Manage and develop web-based and desktop programs	SOP
		1.9 Manage and develop integra designs	SOP
		1.10 Create, manage and develop architect designapplications, manage and Developing frameworks	SOP
		1.11 Manage and develop information systems	SOP
		1.12 Set database area allocation	SOP
		1.13 Designing E-Performance applications, SIAKAD, SIMPEG	SOP
	2. Network and application maintenance	2.1 Detect or control the computer network of each unit	SOP
		2.2 Repair network system damage	SOP
		2.3 Computer	SOP
		2.4 Perform hardware server control	SOP
		2.5 Perform computer network hardware control	SOP
		2.6 Perform network software control computer	SOP
		2.7 Control and repair of acses points per unit	SOP
		2.8 Update your app code	SOP
		2.9 Revise the application	SOP
		2.10 Detecting or controlling the computer network of each unit	SOP
		2.11 Revise the application	SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	3. Development of network cooperation	2.12 Control and repair of building network systems 3.1 Increase synergy between managers PTIPD with centers, faculties, institutes, and other institutions 3.2 Linking the website with related institutions, such as: central MORA, Ristekdikti, national library and Miscellaneous	SOP SOP SOP
			SOP
2.2.3.3 UPT Language Development: Conducting language training and development for University Academic Community	1. Conduct English courses and tests for the campus community and the general public  2. Organizing Arabic language courses and tests for the campus community and the general public	1.1 Organizing Professional Development Program and English courses Specific Purpose for campus and off-campus components (general) 1.2 Organizing intensive English for students in semester 1 and 2 1.3 Organizing UTS and UAS intensive English for students in semester 1 and 2 1.4 Organizing Intensive Course, General English, English for Student/Employees for campus and off-campus components (public) 1.5 Administering TOEFL, EFL exam tests, EIC, ITP, TOIEC for campus and off-campus components 2.1 Organizing Professional Development Program and Arabic Specific Purpose courses for campus and external components campus (public) 2.2 Organizing Intensive Course, General Arabic, Arabic for Child / Employees for components	SOP SOP SOP SOP SOP SOP SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		2.3 Organizing intensive Arabic for students in semester 1 and 2	SOP
	3. Organizing courses and other foreign language tests for the campus community and the general public	2.4 Organizing UTS and UAS intensive Arabic for students in semester 1 and 2	SOP
	4. Organizing courses and Indonesian tests for students from abroad	2.5 Conducting TOAFL exam tests for Campus and Off-campus Components (General)	SOP
	5. Organizing foreign language learning training and workshops for campus and off-campus communities (public)	3.1 Organizing Japanese, Chinese, French courses for campus and off-campus components (general)	SOP
		3.2 Conducting Japanese, French, Chinese language examination tests for campus and off-campus components (general)	SOP
		4.1 Organizing academic Indonesian courses for overseas students	SOP
		4.2 Conducting Indonesian exam tests for overseas students	SOP
		5.1 Conduct training and workshops on foreign language learning strategies for P2B teaching staff	SOP
		5.2 Conduct training and workshops about the preparation of foreign language learning evaluation instruments	SOP
		5.3 Conduct training and workshops on the preparation of foreign language learning curriculum	SOP
		5.4 Conduct training and workshops on the development of teaching materials Foreign language learning	SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		5.5 Conduct training and workshops about how to easily learn Foreign languages	SOP
	6. Compile and review teaching materials for foreign language learning	6.1 Develop Intensive Arabic and English teaching materials	SOP
		6.2 Review intensive Arabic and English teaching materials	SOP
		6.3 Compile teaching materials for learning other Foreign Languages	SOP
		6.4 Review other foreign language learning teaching materials	SOP
		6.5 Preparing teaching materials for Indonesian learning	SOP
		6.6 Review teaching materials for Indonesian learning	SOP
	7. Plan a Foreign language learning assessment	7.1 Develop assessment instruments other foreign English lessons	SOP
		7.2 Develop Arabic learning assessment instruments	SOP
		7.3 Develop other foreign language learning assessment instruments	SOP
		7.4 Develop learning assessment instruments Indonesian	SOP
		7.5 Setting minimum standards for TOIEC/ITP, TOEFL values	SOP
		7.6 Setting minimum TOAFL score standards	SOP
		7.7 Setting minimum standards for language test scores	SOP
		7.8 Establish minimum standards of test scores Indonesian	SOP
	8. Design a foreign language learning curriculum	8.1 Develop an English learning curriculum	SOP
		8.2 Develop an Arabic learning curriculum	SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		8.3 Develop other foreign language learning curricula	SOP
	9. Plan and provide training to Language Development Center teaching staff	8.4 Develop a Indonesian learning curriculum	SOP
	10. Develop cooperation in language development	9.1 Selecting teaching staff at the Center Language	SOP
	11. Design foreign language development conferences / seminars	9.2 Evaluate the performance of P2 Language teaching staff	SOP
		9.3 Record the needs of teaching staff	SOP
		9.4 Conducting training for teaching staff	SOP
		9.5 Develop cooperation in language development	SOP
		10.1 Conducting cooperation in organizing online Arabic tests with Arabic-speaking universities	SOP
		10.2 Cooperate in language programs with other foreign institutions	SOP
		10.3 Cooperate in English language programs with domestic institutions and abroad	SOP
		10.4 Cooperate with official institutions that administer English language proficiency certification tests such as TOEIC, ITP, IELTS, etc	SOP
		10.5 Collaborate on Indonesian learning development with domestic and foreign institutions	SOP
		11.1 Organizing national and international conferences on development Foreign Languages	SOP
		11.2 Organizing national seminars and International on the development of foreign languages	SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	12. Design a language development competition	12.1 Organizing foreign language development competitions	SOP
	13. Organizing translation services	12.2 Organizing Indonesian development competitions	SOP
		13.1 Provide Foreign Language translation services - Indonesian in writing	SOP
		13.2 Provide written Indonesian-Foreign translation services	SOP
		13.3 Provide oral Foreign Language - Indonesian translation services	SOP
		13.4 Provide oral Indonesian-Foreign translation services	SOP
		13.5 Provide diploma and transcript translation services	SOP
	14. Organize private class services	14.1 Providing private class services	SOP
		14.2 Providing private services for foreign language classes	SOP
	15. Organizing grammar editing services for campus community scientific papers	15.1 Provide thesis and thesis grammar editing services	SOP
		15.2 Provide grammar editing services for lecturers' papers	SOP
	16. Evaluate and report on course program evaluations and tests	16.1 Evaluate monthly course activities and language tests	SOP
		16.2 Prepare monthly reports on courses and language tests	SOP
		16.3 Evaluate quarterly course activities and language tests	SOP
		16.4 Prepare quarterly activity reports on courses and language tests	SOP
		16.5 Evaluating semester activities of courses and language tests	SOP
		16.6 Prepare reports on semester activities of courses and language tests	SOP
		16.7 Evaluating the annual activities of courses and language tests	SOP





Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	17. Evaluate and report on the evaluation of language development network programs	16.8 Prepare annual activity reports for courses and language tests 17.1 Evaluating cooperation programs 17.2 Prepare cooperation program reports 17.3 Evaluating conference and seminar programs 17.4 Prepare conference and seminar program reports 17.5 Evaluating festival programs and Language Development Competition 17.6 Prepare program reports on language development festivals and competitions	SOP SOP SOP SOP SOP SOP
	18. Evaluate and report on evaluations of other service programs	18.1 Evaluating the touchable service program 18.2 Prepare a touchable service program report 18.3 Evaluating private class service programs 18.4 Build a private class service report 18.5 Evaluating the grammar editing service program of scientific papers 18.6 Prepare program reports for grammar editing services for scientific papers	SOP SOP SOP SOP SOP SOP
2.2.3.4 Ma'had al-Jami'ah: Carrying out services, coaching, academic development and character of students based on pesantren	1. Academic and religious services	1.1 Organizing religious intensive for students in semester 1 and 2 1.2 Organizing Qur'an literacy teaching for students 1.3 Organizing the yellow book study program 1.4 Organizing tahfidz and tahsin Al-Qur'an programs 1.5 Conducting intensive religious tests	SOP SOP SOP SOP SOP



Level 3 (Subprocessing)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
		1.6 Organizing training and workshops Religion for Students and Teaching Staff	SOP
	2. Administration and documentation services	2.1 Prepare a schedule of religious activities (religious intensive, yellow book study, Qur'an reading and writing, tahfidz and tahsin Al-Qur'an and certification of the Qur'an)	SOP
		2.2 Compile a list of religious attendance (religious intensive, yellow book study, Qur'anic reading and writing, tahfidz and tahsin Al-Qur'an and certification of the Qur'an)	SOP
		2.3 Filing incoming letters, outgoing and Ma'had Al-Jami'ah documents	SOP
		2.4 Compile a list of teacher salaries at Ma'had Al-Jami'ah	SOP
		2.5 Prepare reports on Ma'had activities	SOP
	3. Service to the community	3.1 Schedule the imam to pray five times	SOP
		3.2 Preparing the schedule of khotib kultum dhuhur and khotib friday prayers	SOP
		3.3 Develop an activity plan for the prosperity of the mosque	SOP
		3.4 Developing infrastructure mosque	SOP
	4. Student character building	4.1 Habituating commendable qualities for students	SOP
		4.2 Performing the habituation of tahajud prayers, Dhuha and Tilawah Qur'ah Mahasantri	SOP
	5. Academic and religious formation	5.1 Conduct Qur'an literacy coaching for dormitory and non-dormitory students	SOP
		5.2 Conduct practical coaching Religion for Dormitory and Non-Dormitory Students	SOP



Level 3 (Sub subprocess)	Level 4 (Technical Process)	Level 5 (Technical sub process)	Level 6 (SOP)
	6. Development of cooperation	6.1 Building cooperation with Ma'had Ali at UIN/IAIN PTKIN	SOP
		6.2 Establish cooperation and coordination with faculty	SOP
		6.3 Establish cooperation with external institutions	SOP
	7. Human Resource Development	State and Home Affairs	SOP
		7.1 Selecting teaching staff Ma'had Al-jami'ah	SOP
		7.2 Evaluate the performance of teaching staff ma'had Al-Jami'ah	SOP
		7.3 Organizing training and workshops for teaching staff and nanny ma'had	SOP
		7.4 Evaluate teaching staff needs	SOP
	8. Learning Development in Ma'had	8.1 Prepare teaching materials/activity modules religious	SOP
		8.2 Review teaching materials/religious modules Compile activity monitoring books religious practice	SOP
		8.3 Monitoring tahajud, dhuha and Tadarrus for dormitory/ma'had students	SOP
		8.4 Develop a character monitoring book student	SOP
		8.5 Integrate character values in the development of teaching materials for intensive religious learning and learning in Ma'had	SOP
			SOP
2.2.3.5 Office of Affairs International: Carry out the management of International Services	1. HR Management of the Office of International Affairs	1.1 Develop an HR needs plan Office of International Affairs	
		1.2 Evaluate the HR performance of the Office of Affairs International	



Level 3 (Sub subprocess)
2.2.3.6 Printing: Carrying out publishing and management in the field of printing

Level 4 (Technical Process)
2. Financial Management of the Office of International Affairs  3. Management of Administration and Documentation of the Office of International Affairs  4. Management of Information Systems Office of International Affairs
1. Publication of scientific papers of the campus community and outside the campus

Level 5 (Technical sub process)
1.4 Awarding and punishment for HR Office of International Affairs
2.1 Drawing up a financial budget plan Office of International Affairs
2.2 Evaluate budget usage Financial Office of International Affairs
2.3 Prepare the Office's financial statements International Affairs
3.1 Document incoming mail and out
3.2 Managing student files to Related agencies
3.3 Prepare administrative reports and International Affairs Office documentation
3.4 Prepare a draft decree of the Office of Affairs International
3.5 Document student data foreign such as, letters of study and others
3.6 Document the results of Office activities International Affairs
4.1 Publish scholarship information and KKN, shortcourse, scholarship abroad
4.2 Designing the design and content of the Office website International Affairs
4.3 Establish cooperation with UPP TIPD
4.4 Establish cooperation with external institutions country
1.1 Serving the publication of lecturers' scientific papers, librarians, laboratory assistants and students and other educational staff

Level 6 (SOP)
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Level 3 (Sub subprocess)

Level 4 (Technical Process)
2. Management of printing administration
3. Printing HR Management
4. Management of Machine Technicians Printing
5. Printing Financial Management
6. Cooperation Management

Level 5 (Technical sub process)
2.1 Structuring service needs Printing
2.2 Administering printing services
2.3 Prepare reports on the results of field activities Printing
3.1 Planning HR needs Printing
3.2 Evaluating the performance of Printing HR
4.1 Maintaining the printing machine
4.2 Place a print order
5.1 Preparing RKA-KL Printing
5.2 Evaluating RKA's financial budget-KL
5.3 Preparing the financial statements of the Printing House
6.1 Coordination with LP2M regarding printing lecturers' research results
6.2 Establish cooperation with other printing institutions

Level 6 (SOP)
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