

 <p>DEPARTMENT OF MATHEMATICS EDUCATION UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE: POB-DEPDIKMAT-018</p>
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STANDARD OPERATING PROCEDURE COMMUNITY SERVICE PROGRAM

A. RATIONAL

Service to the community as the basis for Community Service (PkM) carried out by the Institute for Research, and Community Service (LPPM) is an essential effort that must be carried out to release the shackles of backwardness, ignorance, oppression, and poverty that exist in the community, mainly rural and urban areas. Other marginalized groups.

B. SCOPE

Community service activities within the Indonesian Education University are coordinated by the Community Service Institute (LPPM). Their target activities are communities outside the Indonesian Education University, namely the wider community, especially rural communities, government, and private institutions/agencies both in groups and individually.

C. AIM

This standard operating procedure is intended to:

1. Become a guideline for universities in developing community service
2. Become a reference for universities in setting standard components of the community service process

D. REFERENCE

1. Government Regulation No. 19 2005 on national education standards
2. AD/ART UPI BHMN
3. UPI Strategic Plan 2021-2025
4. Rector's Regulation No. 052 of 2020 concerning Guidelines for the Implementation of UPI Education

E. PROCEDURE

1. The implementation team meeting is held after the decision to accept the proposal is made. The decision letter is signed by the funder or the official signing the cooperation (local government, UPI, or partners). The aim is to make/evaluate the achievement of the strategies that have been set in the proposal.
2. Licensing is made if the activity involves the community in an area. The permit is made from the local government (Kab/City), District, to RT.
3. Meetings are held to prepare events, consolidate the lecturers involved, technical preparation, make manuals, and report on the progress of practices and efforts to overcome obstacles.
4. Coordination on implementation is carried out with partners (e.g., MGMP, KKG, or local government).
5. Dissemination of information on community service as a whole to the people involved.
6. Coordination with students, including goals and targets and technical implementation of community service implementation.
7. Implementation of community service following the established reference.
8. Monitoring of activities can be carried out by a team or special officers who are authorized. Monitoring is carried out at least at the preparation stage, at the beginning of implementation, and the end of the performance of community activities.
9. Evaluation is carried out to determine the implementation of activities and the achievement of activity objectives. From this evaluation, follow-up actions are arranged to overcome problems or obstacles in achieving goals optimally.
10. Activity reports are made based on the agreed systematics.

F. STEP ACTIVITY

Activity	Unit					Time	Document
	Study Program	Lecturer	Student	Local Government	Public		
Executive team meeting	1						
Licensing				2			
Licensing					3		
Team meeting (election of lecturers and technical implementation)		4					
Communication and coordination with the local government					5		
Communication and coordination with the community					6		
Communication and coordination with the involved			7				
Implementation			8				
Monitoring	9						
Evaluation			10				
Preparation of reports			11				