
	FACULTY OF AGRICULTURAL INDUSTRIAL TECHNOLOGY			
	PADJADJARAN UNIVERSITY			
	STANDARD OPERATING PROCEDURE			
MONITORING AND REVIEW OF INTERNAL ISSUES				
Document No. SOP-FTIP-UNPAD-4.1.1	Effective Date 05 April 2022	Revised 0	Page	

1. PURPOSE

This SOP provides guidance in the monitoring and review of internal issues

2. SCOPE

This SOP applies to the monitoring and review of internal problems that may interfere with the faculty in fulfilling the service requirements of education, research, and community service.

3. GENERAL DESCRIPTION

3.1. This SOP is implemented to ensure that any internal issues that arise and are discovered are dealt with effectively.

3.2. Monitoring and review of internal issues is conducted once every six months at the end of the semester

3.3. The internal problems referred to here include:

3.3.1. Problems related to learning activities or education services, e.g., problems related to learning or education services:

3.3.1.1. Lecture process is not on time

3.3.1.2. Lectures are not in accordance with the RPS

3.3.1.3. Lecture materials are not easily accessible to students before the lecture takes place

3.3.1.4. Infrastructure facilities do not support the implementation of lectures (LCD is not available or lab equipment is not available, etc.)

3.3.2. Problems related to research activities, for example:

3.3.2.1. Research fund disbursement process is not timely

3.3.3. Problems related to community service activities, for example:

3.3.3.1. Placement of community service areas that are not in accordance with the proposed topic

3.3.4. Problems related to resources, especially resources needed to improve student competence, for example:

3.3.4.1. Less than optimal student mentoring time for competition

4. PROCEDURE

4.1. Vice Dean

4.1.1. Identify internal problems from various sources in accordance with their respective responsibilities using the internal problem identification form SOP-FTIP-UNPAD-4.1.1/F1

4.1.2. Conduct an in-depth review of identified internal problems compared to the vision, mission, educational objectives, and strategic plans and operational policies of the faculty.

4.1.3. Define and confirm internal issues relevant to item 4.1.2.

4.1.4. Submit the identification of internal problems to the dean no later than 2 weeks before the next semester learning period is carried out.

4.2. Deanery

4.2.1. Receive internal problem identification from the Vice Dean

4.2.2. Review the clarity and completeness of any information contained in the identification of internal problems.

4.2.3. Conduct an in-depth study related to the identification of problems compared to the vision, mission, objectives, strategic plans and operational policies, especially related to the issue of handling costs.

4.2.4. Establish follow-up recommendations for each problem identification based on faculty capabilities, especially related to handling costs in the SOP-FTIP-UNPAD-4.1.1/F1 form.

4.2.5. Determine the person responsible for follow-up for each recommendation set out in the SOP-FTIP-UNPAD-4.1.1/F1 form.

4.2.6. Submit and explain follow-up recommendations to the Vice Dean

4.3. Vice Dean

- 4.3.1. Receive follow-up recommendations from the Dean (SOP-FTIP-UNPAD-4.1.1/F1). If there is something unclear, confirm it with the Dean.
- 4.3.2. Carry out follow-up (which is the main task and function) as directed and the time that has been set
- 4.3.3. Report to the Dean the results of follow-up and obstacles encountered that are his responsibility
- 4.3.4. Provide direction to heads of departments, managers, heads of study programmes, lecturers, and education personnel regarding the implementation of follow-up recommendations that are their respective responsibilities.
- 4.3.5. Monitoring the implementation of follow-up recommendations by the function above point 4.3.4.
- 4.3.6. Store and maintain SOP-FTIP-UNPAD-4.1.1/F1
- 4.4. Head of Department, Manager, Head of Study Programme, Lecturers, and Education Personnel
 - 4.4.1. Receive direction on the implementation of follow-up recommendations from the Vice Dean
 - 4.4.2. Carry out follow-up
 - 4.4.3. Report the completion of the follow-up to the Deputy Dean in writing using the SOP-FTIP-UNPAD-4.1.1/F2 form with a copy to the head of the quality assurance unit.
 - 4.4.4. Store and maintain follow-up completion documents

5. RELATED FORMS

- 5.1. SOP-FTIP-UNPAD-4.1.1/F1: Identification, Monitoring, and Review of Internal Issues
- 5.2. SOP-FTIP-UNPAD-4.1.1/F2: Completion of Follow-up

6. RELATED ATTACHMENTS

- 6.1. SOP-FTIP-UNPAD-4.1.1/L1: Flowchart



**FACULTY OF AGRICULTURAL INDUSTRIAL
TECHNOLOGY
PADJADJARAN UNIVERSITY
STANDARD OPERATING PROCEDURE
SETTING VISION, MISSION, GOALS AND
STRATEGIES**



Document No.
SOP-FTIP-UNPAD-4.4.2

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Page
2 of 5

1. PURPOSE

This SOP provides guidelines in establishing the vision, mission, goals and strategies of the Faculty of Agricultural Industrial Technology.

2. SCOPE

This SOP applies to every establishment and review of the faculty's vision, mission, goals and strategies.

3. GENERAL DESCRIPTION

3.1. This SOP is implemented to ensure the vision, mission, and goals and strategies developed by FTIP:

3.1.1. In accordance with the ideals of FTIP in the development of education, research, and community service services;

3.1.2. Fulfil university requirements;

3.1.3. Fulfil statutory requirements;

3.1.4. Meet the expectations of the wider community;

3.2. The establishment of vision, mission, goals and strategies is done at the beginning of the establishment of a new faculty and is reviewed for improvement (if appropriate) every five years.

3.3. Vision is a forward-looking view of FTIP that answers the question 'what FTIP will be like' in the future.

1. future-orientated statements of what the faculty expects to achieve

3.4. A mission is a description of what the vision will achieve.

2. is a description of the duties, obligations, responsibilities, and action plans formulated in accordance with the establishment of the vision.

- 3.5. Objectives are the goals of education, research, and community service, which are formulations of the expected results in accordance with the needs of internal and external parties.
- 3.6. Strategy is the overall approach to realising the objectives (short and long term), mission, vision of the faculty.

4. PROCEDURE

4.1. Manager

- 4.1.1. Identify and collate university requirements;
- 4.1.2. Identify and collect regulatory university requirements;
- 4.1.3. Identify and gather community and market needs and expectations;
- 4.1.4. Identify and explore the establishment of FTIP
- 4.1.5. Conduct internal meetings for the establishment of vision, mission, goals and strategies at the beginning of faculty formation based on points 4.1.1 to 4.1.4;
- 4.1.6. Establish a draft vision, mission, goals and strategies of FTIP (SOP-FTIP-UNPAD-4.4.2/F1);
- 4.1.7. Establish a vision, mission, goal and strategy formulation team that focuses on the follow-up to the establishment of the vision, mission, goal and strategy;
- 4.1.8. Submit the draft and drafting team to the Dean for review and approval;

4.2. Dean

- 4.2.1. Receive draft vision, mission, objectives and strategies from the Manager
- 4.2.2. Receive the draft of the vision, mission, objectives and strategy drafting team from the Manager
- 4.2.3. Conduct a review, if discrepancies are found, confirm with the manager;
- 4.2.4. Establish a decision letter of the drafting team which includes a draft vision, mission, goals and strategies.

- 4.2.5. Provided direction to the drafting team in finalising the vision, mission, goals and strategies.
- 4.3. Vision, mission, goal and strategy formulation team
 - 4.3.1. Receive the decision letter of the drafting team and the draft vision, mission, goals and strategies of the faculty
 - 4.3.2. Receive direction from the dean regarding the preparation of the faculty's vision, mission, goals and strategies
 - 4.3.3. Conducted a vision, mission, goals and strategy formulation workshop with activities including:
 - 4.3.3.1. Providing basic material regarding the vision, mission, goals, and strategies.
 - 4.3.3.2. Conduct small group discussions on vision, mission, goals, and strategies by involving all lecturers, representatives of education staff, student representatives, alumni representatives and *stakeholder* representatives.
 - 4.3.3.3. Conduct a plenary discussion
 - 4.3.3.4. Determination of the final draft of vision, mission, goals, and strategies
 - 4.3.4. Submit final draft to Dean and Manager
- 4.4. Dean and manager
 - 4.4.1. Receive the final draft from the vision, mission, goals, and strategy team;
 - 4.4.2. Conduct an in-depth review and testing of the final draft of the vision, mission, goals and strategies, confirming any discrepancies with the drafting team for correction;
 - 4.4.3. Establish a final draft of vision, mission, goals, and strategies
 - 4.4.4. Submit the endorsement of vision, mission, goals, and strategies to the university
 - 4.4.5. Monitor the endorsement of vision, mission, goals and strategies
 - 4.4.6. Socialising vision, mission, goals and strategies to the academic community

- 4.4.7. Monitor vision, mission, goals, and strategies
- 4.4.8. Collect data related to the results of implementing vision, mission, goals, and strategies
- 4.4.9. Plan the implementation of vision, mission, goal, and strategy reviews based on set timelines or urgent demands set by the university or laws and regulations
- 4.4.10. Carry out a review and/or revision of the vision, mission, objectives, and strategies based on points 4.1.1 to 4.1.3.
- 4.4.11. Store and maintain vision, mission, goals, and strategy documents and other relevant implementation outcomes.

5. RELATED FORMS

- 5.1. SOP-FTIP-UNPAD-4.4.2/F1: Draft Form of Vision, Mission, Objectives, and Strategy

6. RELATED ATTACHMENTS

- 6.1. SOP-FTIP-UNPAD-4.4.2/L1: Examples of Vision, Mission, Objectives, and Strategies



**FACULTY OF AGRICULTURAL INDUSTRIAL
TECHNOLOGY
PADJADJARAN UNIVERSITY**



STANDARD OPERATING PROCEDURE

**ESTABLISHMENT, REVIEW AND
DEVELOPMENT OF TUPOKSI**

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Page

2. PURPOSE

3. SCOPE

4. GENERAL DESCRIPTION

Procedures related to the assessment of course assessments carried out by lecturers

5. PROCEDURE

- Lecturers carry out assessments of the courses they teach in accordance with the learning methods set out in the Semester Learning Plan (RPS).
- Assessment scores are recapitulated from each course lecturer with proportions according to the number of meetings and types of assessments carried out.
- Lecturers recapitulate the assessment scores and determine the quality letter of each student taking the course.
- The course coordinator lecturer uploads the list of grades / quality letters into SIAT at a predetermined time in accordance with the academic calendar where the course is carried out
- For students who do not have a complete grade component, the course coordinator lecturer can give a grade of T to the student, then the student can coordinate with the lecturer concerned to be able to complete the grade component and then the lecturer can update the student's grade during the T grade repair period whose schedule has been determined according to the academic calendar.
- Lecturers have the prerogative to determine whether or not students who have deficiencies in the assessment components can make improvements / complete the score.
- Quality letters that have been uploaded into SIAT are final and cannot be changed.

6. RELATED FORMS

7. RELATED ATTACHMENTS

- Academic calendar



**FACULTY OF AGRICULTURAL INDUSTRIAL
TECHNOLOGY
PADJADJARAN UNIVERSITY
STANDARD OPERATING PROCEDURE
IMPLEMENTATION OF IDENTIFICATION AND
HANDLING OF RISKS AND OPPORTUNITIES**



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Page

1. PURPOSE

This SOP provides guidelines for the implementation of identification and handling of risks and opportunities at the Faculty of Agricultural Industrial Technology.

2. SCOPE

This SOP applies to risks and opportunities that have the potential to arise in education, research, and community service services.

3. GENERAL DESCRIPTION

1. This SOP is implemented to ensure:
 1. Any risk that has the potential to arise in education, research, and community service services, especially those that can interfere with the achievement of quality or goals;
 2. Any achievable opportunities for improvement and enhancement can be realised;
2. Measures to address risks and opportunities may consider one or a combination of the following:
 1. Increase the opportunity to achieve goals
 2. Prevent or mitigate impacts and potential failures
 3. Avoiding threats and sources of risk
 4. Expansion of scope
 5. Sharing the risk

4. PROCEDURE

1. Work Unit
 1. Identify internal problems that occur in their respective work units;
 2. Identify external issues (if any) related to their respective work units;

3. Identify the processes or activities that must be carried out by the work unit as the duties and functions that have been determined;
 4. Identify risks that could potentially occur in the Work Unit related to items 4.1.1 to 4.1.3.
 5. Identify opportunities achieved by the work unit related to items 4.1.1 to 4.1.3.
 6. Establish action steps used to reduce or minimise the occurrence of risks using the SOP-FTIP-UNPAD-6.1.1/F1 Form.
 7. Establish steps to realise the opportunity using Form SOP-FTIP-UNPAD-6.1.1/F2.
 8. Check and ensure the clarity, completeness, and correctness of steps 4.1.6 and 4.1.8.
 9. Submit items 4.1.6 to 4.1.8 to the immediate superior for approval and follow-up recommendations
 10. Analyse factors causing failure and potential impacts
2. Direct Supervisor
 1. Receive 4.1.6 - 4.1.7
 2. Conduct a review of the measures to be used to address risks and seize opportunities, if discrepancies are found, confirm to the relevant work unit
 3. Conduct a review of the costs required in point 4.2.2
 4. Provide approval or correction and follow-up recommendations related to the implementation of the steps of item 4.2.2., if necessary can consult with the manager regarding costs
 5. Return the approved measures to the Work Unit
 6. Provide direction on the implementation of measures to address risks and opportunities;
 7. Monitoring the implementation of risk management measures and achieving opportunities from work units
 3. Head of Work Unit
 1. Receive implementation steps of risk and opportunity management from direct supervisor

2. Carry out the steps of item 4.3.1, and if necessary, consult with the immediate superior during the handling of the steps of item 4.3.1.
3. Report progress on addressing risks and/or achievable opportunities to immediate supervisor;
4. Keep and maintain documents of risk and opportunity measures and results.

5. RELATED FORMS

1. SOP-FTIP-UNPAD-6.1.1/F1: Risk Handling Steps Form
2. SOP-FTIP-UNPAD-6.1.1/F2: Form for Steps to Achieve Opportunities

6. RELATED ATTACHMENTS

N/A

1. Applicants who pass the selection of prospective Lecturers and Education Personnel are appointed and assigned a Personnel Identification Number and honorarium in accordance with the provisions of BKN or Padjadjaran University.
2. Applicants who pass as referred to in point 3.5.1 sign a contract agreement letter and serve a maximum of 1 year as ASN or non-ASN Candidate Employees.
3. After a period of 1 year the Selection Team evaluates the performance of Prospective Lecturers and Education Personnel:
 1. Lecturers and education personnel are appointed by a Rector Decree to become ASN Employees or non-ASN Lecturers and Education Personnel, if based on a performance evaluation they meet the requirements.
 2. Lecturers and Education Personnel are dismissed, if based on a performance evaluation it is stated that they do not meet the requirements
4. Based on the proposal of the Vice Rector II, the Rector issues a Decree on the first appointment as a Non-Civil Servant Candidate as well as determining the Non-Civil Servant Identification Number and the amount of basic salary.
5. Authority and responsibility for the acceptance/appointment of permanent employees lies with the Rector of Universitas Padjadjaran.

4. PROCEDURE

1. Vice Dean for Resources and Organisation:
 1. Analyse the resource needs of the faculty, especially lecturers and education personnel, through coordination with department heads or related parties at the university at the end of the academic year.

2. Determine the needs of lecturers and education personnel required by the faculty to achieve effective education/learning/research and community service services using the SOP-FTIP- UNPAD-7.1.1/F1 Lecturer and Education Personnel Needs form.
 3. Ensure the completeness, clarity, and suitability of the needs of lecturers and education personnel against the Faculty Strategic Plan and University Regulations related to the submission of new lecturers and education personnel.
 4. Submit the needs of lecturers and education personnel to the dean for review and approval no later than August of the current academic year.
2. Dean
1. Receive submission of lecturers and education personnel needs from the Vice Dean for Resources and Organisation
 2. Conduct an in-depth review of the needs of Lecturers and Education Personnel compared to the current year's Strategic Plan and University Regulations. If discrepancies are found, they are confirmed to the vice dean for resources and organisation.
 3. Provide approval or rejection along with follow-up recommendations in writing in the form SOP-FTIP-UNPAD-7.1.1/F1
 4. Provide direction to the Vice Dean for Resources and Organisation in submitting the needs of Lecturers and Education Personnel to the Faculty.
 5. Submit the approved needs of lecturers and education personnel to the Deputy Dean for Resources and Organisation no later than 7 working days after submission.
3. Vice Dean for Resources and Organisation
1. Receive the needs of Lecturers and Education Personnel that have been approved by the Dean

2. Receive direction from the dean regarding the needs of Lecturers and Education Personnel that will be submitted to the University.
 3. Make submissions of Lecturers and Education Personnel needs to the University using official faculty letters.
 4. Submit a letter of submission of Lecturer and Education Personnel needs to the Dean for review and signature
 5. Submit the needs of Lecturers and Education Personnel to the Director of Human Resources with a receipt
 6. Reporting the submission of Lecturers and Education Personnel needs to the Dean
 7. Monitoring the realisation of the needs of Lecturers and Education Personnel from the Director of Human Resources on a regular basis at least once every 3 months.
 8. Accepting new lecturers and education personnel from the University
 9. Provide direction or other relevant training to new lecturers and education personnel, especially those not provided by the University.
 10. Explain and provide administrative rights to new lecturers and education personnel
 11. Submit new lecturers to the relevant Head of Department or Head of Unit
 12. Keeping and maintaining records of applications for lecturers and education staff.
4. Head of Department or Head of Unit
1. Receive new lecturers or education staff from the Vice Dean for Resources and Organisation
 2. Provide a more detailed explanation of the functions and roles that are the responsibility of lecturers and education staff.
 3. Provide continuous technical and non-technical guidance until the person concerned can carry out their functions and roles effectively



4. Monitoring the performance of lecturers or education personnel under his/her control
5. Make a record of the results of coaching and monitoring the performance results of lecturers or education personnel under their control.
6. Reporting the performance of lecturers or education personnel to the Deputy Dean for Resources and Organisation in writing, 6 months after the person concerned starts working.
7. Keeping and maintaining records of coaching and performance results of lecturers or education personnel

5. RELATED FORMS

1. SOP-FTIP-UNPAD-7.1.1/F1: Lecturer and Education Personnel Needs

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-7.1.1/L1: Flowchart
2. University regulations related to the acceptance of new lecturers and education personnel

	FACULTY OF AGRICULTURAL INDUSTRIAL TECHNOLOGY PADJADJARAN UNIVERSITY		
	STANDARD OPERATING PROCEDURE		
	IDENTIFICATION OF NEEDS AND FULFILMENT OF RESOURCES		
Document No. SOP-FTIP-UNPAD-7.1.2	Effective Date 05 April 2022	Revised 0	Page

1. PURPOSE

This SOP provides guidelines in the identification of needs and fulfilment of resources

2. SCOPE

This SOP applies to every resource at the Faculty of Agricultural Industrial Technology UNPAD.

3. GENERAL DESCRIPTION

1. This procedure is implemented to ensure the adequacy of resources required by the faculty to organise effective education, research and community service services.
2. The resources referred to here include:
 1. Human Resources
 2. Infrastructure Facilities
 3. Practical Materials and Equipment
 4. Financial
 5. Intellectual/scientific resources
 6. Other relevant supporting resources
3. Procurement of resources (goods and services) is carried out through selected partners who have previously passed the partner selection (if applicable).
4. Every partner of goods and services involved in the fulfilment of resources has passed the selection process.

5. Each counterparty of goods and services is re-evaluated based on the performance shown at the end of the year.
6. Resource requirements are fulfilled based on the specified *lead time*.

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4. PROCEDURE

1. Head of Work Unit
 1. Identify the resource requirements needed to ensure the achievement of education, research and community service targets and the implementation of management systems.
 2. Analyse and create resource requirements using the Resource Requirement form SOP-FTIP-UNPAD-7.1.2/F1.
 3. Check and ensure the clarity, completeness, resource requirements, which are in the Resource Requirement form SOP-FTIP-UNPAD-7.1.2/F1
 4. Submit resource requirements to the Governance, Planning and Information Manager for review
2. Governance, Planning and Information Manager
 1. Receive and check resource requirements from the Head of Work Unit. If unclear or incomplete, confirm with the head of the work unit concerned.
 2. Review and determine whether or not the above resource requirements are in line with faculty planning.
 3. Set priorities for resources that have the potential to be fulfilled.
 4. Give approval signature to the Resource Requirement form SOP-FTIP-UNPAD-7.1.2/F1
 5. Submit resource requirements to the Vice Dean for Resources and Organisation for review and approval.
3. Vice Dean for Resources and Organisation
 1. Receive resource requirements from the Governance, Planning and Information Manager
 2. Review the appropriateness of resource requirements against faculty planning.
 3. Provide approval and/or rejection accompanied by a written explanation on the Resource Requirement form SOP-FTIP-UNPAD-7.1.2/F1
 4. Submit resource requirements to the Dean

4. Dean
 1. Receive resource requirements that have been vetted by the Deputy Dean of Resources and Organisation
 2. Approve resource requirements
 3. Return the approved resource requirements to the resource and governance manager for implementation.
5. Governance, Planning and Information Manager
 1. Receive the Dean's approved resource requirement analysis.
 2. Follow up on item 4.5.1 based on documented procedures, or applicable laws and regulations
 3. Inform the head of the work unit for each resource that has been realised.
 4. Submit resources to relevant unit heads
 5. Manage and fulfil administrative requirements related to the receipt of resources from partners or related parties.
 6. Store and maintain evidence of identification of needs and fulfilment of resources

5. RELATED FORMS

1. SOP-FTIP-UNPAD-7.1.2/F1 Resource Requirement Form

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-7.1.2/L1: Flowchart
2. SOP-FTIP-UNPAD-7.1.2/L2: Provision of Lead Time for Procurement of Goods and Services