

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

	FACULTY OF AGRICULTURAL INDUSTRIAL TECHNOLOGY		
	PADJADJARAN UNIVERSITY		
	STANDARD OPERATING PROCEDURE MAINTENANCE AND REPAIR OF FACILITIES AND INFRASTRUCTURE		
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1. PURPOSE

This SOP provides guidelines for the maintenance and repair of facilities and infrastructure.

2. SCOPE

This SOP applies to the implementation of maintenance and/or repair of facilities and infrastructure at the Faculty of Agricultural Industrial Technology UNPAD.

3. GENERAL DESCRIPTION

1. This SOP is implemented to ensure that any facilities and infrastructure required to support education or learning services are effective, complete and functioning properly as required by the Faculty and University.
2. The facilities and infrastructure referred to here include, among others:
 1. Lecture theatres, offices and related facilities;
 2. Laboratory space and its associated facilities;
 3. Experimental field;
 4. Workshop and its associated facilities;
 5. *Greenhouse*;
 6. *Mini factory*;
 7. Pilot plant;
 8. Library;
 9. Learning support park;
 10. Information and Technology Network.
3. The implementation of maintenance and or repair of facilities and infrastructure is intended to:
 1. Prevent deterioration and loss of function;

2. Restore function and performance.
4. The implementation of maintenance and repair of facilities and infrastructure is carried out preventively and curatively.
5. The implementation of facilities and infrastructure improvements is adjusted to the time of need for these facilities and infrastructure and the availability of budget allocations.
6. Submission of requests for maintenance and repair of facilities and infrastructure by each work unit is addressed to the Dean and copies to the Deputy Dean for Resources and Organisation.

4. PROCEDURE

1. Head of Work Unit
 1. Receive a list of inventory and infrastructure facilities for which they are responsible from the Governance, Planning and Information Manager;
 2. Receive training or socialisation on the correct use of infrastructure, especially practical equipment or instruments;
 3. Properly utilise facilities and infrastructure under their control;
 4. Carry out independent maintenance of infrastructure under their control based on point 4.1.2.
 5. Identify infrastructure facilities that are damaged or not functioning properly in their work units.
 6. Make a request letter to the Deputy Dean for Resources and Organisation regarding maintenance and or repair needs for types of infrastructure facilities that require special maintenance and or repair using the SOP-FTIP-UNPAD-7.1.4/F1 form.
 7. Submit the application letter to the Vice Dean for Resources and Organisation.
2. Vice Dean for Resources and Organisation
 1. Receive 4.1.6. related to requests for maintenance and/or repair of infrastructure facilities.
 2. Studying the application based on consideration:

1. FTIP Unpad Business Plan and Budget
 2. Urgency of maintenance and repair
 3. Value of maintenance and repairs
 4. Appropriateness of budget availability
 5. The timing of facility and infrastructure needs must be available
3. Organise a joint review with relevant parties in relation to item 4.2.2 (if required).
 4. Request the Dean's recommendation regarding item 4.2.2 (if needed).
 5. Submit item 4.2.1. to the proposing work unit if the application is rejected/accepted.
 6. Assign the Governance, Planning and Information Manager to carry out maintenance and or repair of infrastructure facilities that can be carried out on a self-managed basis.
 7. Assign equipment technicians (e.g. laboratory equipment) to carry out maintenance and or repair of infrastructure facilities, if 4.2.2 cannot handle.
 8. Make and carry out cooperation with selected or selected partners (parties outside FTIP Unpad) for maintenance and / or repairs that cannot be done alone or self-managed, based on the direction and recommendation of the Dean (if needed).
 9. Assign the Resources, Planning and Information Manager for the implementation of item 4.2.8.
3. Resources, Planning and Information Manager
 1. Accept the assignment of items 4.2.6 and 4.2.9.
 2. Follow up 4.2.6 and 4.2.9 based on direction from the Vice Dean for Resources and Organisation.
 3. Report the results of maintenance and / or repair of infrastructure facilities to the Deputy Dean for Resources and Organisation in writing with a copy to the relevant work unit using the SOP-FTIP-UNPAD-7.1.4/F2 form.

4. Submit the repaired infrastructure to the Head of the relevant Work Unit by handing over using the SOP-FTIP-UNPAD-7.1.4/F3 form.
 5. Store and maintain the results of maintenance and or repair of infrastructure facilities.
4. Head of Work Unit
 1. Receive the repaired infrastructure.
 2. Use infrastructure properly.

5. RELATED FORMS

1. SOP-FTIP-UNPAD-7.1.4/F1 Request Form for Maintenance and or Repair of Facilities and Infrastructure
2. SOP-FTIP-UNPAD-7.1.4/F2 Report Form for Maintenance and/or Repair of Facilities and Infrastructure
3. SOP-FTIP-UNPAD-7.1.4/F3 Infrastructure Handover Form that has been repaired

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-7.1.4v/L1: Flowchart

LEARNING ATMOSPHERE DEVELOPMENT

SOP-FTIP-UNPAD-7.1.8

1. PURPOSE

This SOP provides guidance in the development of a learning atmosphere

2. SCOPE

This SOP applies to all related work units at the Faculty of Agricultural Industrial Technology UNPAD.

3. GENERAL DESCRIPTION

1. This procedure is implemented to ensure the creation of a learning atmosphere that is conducive, happy, motivating, and supports the achievement of the best performance for students, lecturers, education personnel, and related parties.
2. FTIP develops programmes needed to build and improve the learning atmosphere of point 3.1 by involving students and all related parties, including among others:
 1. *Coffee morning*;
 2. Hello Dean;
 3. *Gathering*;
 4. Providing positive feedback to students;
 5. Halal-bihalal;
 6. Breaking the fast together;
 7. Anniversary;
 8. Alumni Gathering;
 9. Industry visits;
 10. Extracurricular;
3. To monitor the progress of achieving item 3.1, a meeting is held once a month which is attended by the FTIP academic community.
4. The atmosphere of lecturer-student learning will be created during seminars, research, joint community service and extracurricular activities.

5. Measurement of student learning atmosphere perceptions involves all levels with a ratio of at least 10%.
6. Measuring the perception of learning atmosphere involves all lecturers and education staff.

4. PROCEDURE

1. Vice Dean for Resources and Organisation
 1. Identify relevant programmes to build the learning atmosphere as per 3.1;
 2. Establish the programmes, requirements or criteria for each programme and the responsible person using the Learning Atmosphere Development Programme Form (SOP-FTIP-UNPAD-7.1.8/F1);
 3. Submit the programme to the Dean for approval.
2. Dean
 1. Receive proposals for learning atmosphere development programmes from the Vice Dean for Resources and Organisation;
 2. Conduct a review of the proposed learning atmosphere development program, especially regarding the availability or readiness of resources needed for the sustainability and effectiveness of program implementation, if necessary discussed with the Deputy Dean for Resources and Organisation;
 3. Approve learning atmosphere development programmes;
 4. Hand back to the Vice Dean for Resources and Organisation for implementation;
3. Vice Dean for Resources and Organisation
 1. Receive programmes that have been approved by the Dean;
 2. Socialise the learning atmosphere development programme by distributing it to all Heads of Work Units;
 3. Monitor the implementation and progress of the learning atmosphere development programme as per point 3.3;
 4. Store and maintain the learning atmosphere development programme.

4. Head of Work Unit
 1. Receive socialisation of the learning atmosphere development programme;
 2. Implement learning atmosphere development programmes in accordance with their duties and functions;
 3. Report progress and obstacles to the achievement of the learning atmosphere development programme to the Vice Dean for Resources and Organisation.
5. Vice Dean for Resources and Organisation
 1. Receive progress reports and obstacles to the achievement of the learning atmosphere development programme from the Head of Work Unit;
 2. Make technical improvements to the implementation of the learning atmosphere development programme;
 3. Socialise technical improvements to the implementation of the learning atmosphere development programme;
 4. Measuring the perceptions of students and related parties about the learning atmosphere using:
 1. Learning Atmosphere Perception Measurement Form for Students (SOP-FTIP-UNPAD-7.1.8/F2);
 2. Learning Atmosphere Perception Measurement Form for Lecturers and Education Personnel (SOP-FTIP-UNPAD-7.1.8/F3).
 5. Reporting the results of measuring the perceptions of students and related parties to the Dean with a copy to the Head of Work Unit.
 6. Keeping and maintaining records of the implementation of the learning atmosphere development programme

5. RELATED FORMS

1. SOP-FTIP-UNPAD-7.1.8/F1 Learning atmosphere development programme form

2. SOP-FTIP-UNPAD-7.1.8/F2 Learning Atmosphere Perception Measurement Form for Students
3. SOP-FTIP-UNPAD-7.1.8/F3 Learning Atmosphere Perception Measurement Form for Lecturers and Education Personnel

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-7.1.8/L1: Flowchart

COPY

LECTURER COMPETENCY DEVELOPMENT

SOP-FTIP-UNPAD-7.2.3

1. PURPOSE

This SOP provides guidelines for the development of lecturer competence

2. SCOPE

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

3. GENERAL DESCRIPTION

1. This procedure is implemented to achieve and improve the competence of lecturers as required by the faculty, university and laws and regulations.
2. Lecturer competency development is implemented through an approach:
 1. Sending lecturers to participate in national and international training/workshops/techniques/seminars;
 2. Sending lecturers to participate in internships in industries with relevant competencies;
 3. Implementation of lecturer competency certification;
 4. Implementation of Research Cooperation with similar faculties within and outside the country;
 5. Implementation of other relevant programmes.

4. PROCEDURE

1. Head of Department
 1. Evaluate the fulfilment of competency requirements set by the Faculty, University and laws and regulations for each lecturer under his/her control;
 2. Identify programmes needed to achieve and improve lecturers' competencies, especially for lecturers who, based on the evaluation, have not met expectations;

3. Identify programmes required for lecturer competency development, particularly for lecturers who have achieved competency requirements;
4. Make proposals for lecturer competency improvement or development programmes using the lecturer competency improvement/development programme needs form SOP-FTIP-UNPAD-7.2.3/F1;
5. Check and ensure the completeness, clarity and correctness of the programme;
6. Submit programme proposals to the dean at the beginning of the calendar year.

2. Dean

1. Receive lecturer competency improvement or development programmes proposed by the Head of Department;
2. Conduct reviews and evaluations of lecturer competency improvement or development programmes, including clarity, completeness, and suitability, especially in terms of the availability of financial resources, time, etc. If discrepancies are found, they are confirmed to the Head of Department;
3. Provide approval or corrections or recommendations to the proposed programme;
4. Submit the programme after approval to the Head of Department with a copy to the Vice Dean for Resources and Organisation and other relevant parties;
5. Provide direction to the Head of Department and Vice Dean for Resources and Organisation in the realisation of the lecturer competency improvement or development programme.

3. Vice Dean for Resources and Organisation

1. Receive approved lecturer competency improvement or development programmes and direction from the Dean;

2. Checking the clarity of the lecturer competency improvement or development programme, if found unclear then confirmed to the Dean or Head of Department;
 3. Seek and explore relevant parties related to item 4.3.1;
 4. Make a cooperation script with relevant parties for the implementation of improving or developing the competence of lecturers point 4.3.1., based on faculty and University provisions;
 5. Check and ensure the correctness of the cooperation script;
 6. Send or submit co-operation scripts to relevant parties;
 7. Create and coordinate with the relevant Head of Department for the implementation of improvement or development of lecturer competence.
4. Head of relevant department
1. Receive a mandate from the Vice Dean for Resources and Organisation in the implementation of lecturer competency improvement or development programmes;
 2. Select and determine lecturers who will participate in the lecturer competency improvement or development programme using SOP-FTIP-UNPAD-7.2.3/F2 List of Lecturers Participating in Lecturer Competency Improvement/Development Programme;
 3. Socialise the list of lecturers participating in the programme at least 1 week before the implementation of the programme;
 4. Collect and give directions to participating lecturers.
5. Lecturer
1. Receive socialisation of lecturer competency improvement or development programmes from the Head of Department;
 2. Receive direction for lecturer competency improvement or development programmes;
 3. Participate in lecturer competency improvement or development programmes;

4. Make a report on the lecturer competency improvement or development programme to the Head of Department, copied to the Deputy Dean for Resources and Organisation;
5. Disseminate the knowledge received during the lecturer competency improvement or development programme based on faculty provisions.
6. Head of Department
 1. Receive reports;
 2. Monitor the implementation of dissemination;
 3. Monitor changes in lecturer performance after attending a lecturer competency improvement or development programme for at least 6 months;
 4. Reporting changes in lecturer performance to the Deputy Dean for Resources and organisation based on monitoring performance changes using the SOP-FTIP-UNPAD-7.2.3/F3 Changes in Lecturer Competence and Performance form;
 5. Keep and maintain records related to the lecturer competency improvement or development programme.

5. RELATED FORMS

1. SOP-FTIP-UNPAD-7.2.3/F1: Lecturer Competency Improvement/Development Programme Needs Form.
2. SOP-FTIP-UNPAD-7.2.3/F2: List of Lecturers Participating in Lecturer Competency Improvement/Development Programme.
3. SOP-FTIP-UNPAD-7.2.3/F3: Changes in Lecturer Competence and Performance

6. RELATED ATTACHMENTS

1. SOP-FTIP-UNPAD-7.2.3/L1: Flowchart
2. Lecturer Competency Requirements

IMPLEMENTATION OF INTERNAL COMMUNICATION FROM THE ACADEMIC COMMUNITY TO THE MANAGER

SOP-FTIP-UNPAD-7.4.1

1. PURPOSE

This SOP provides guidelines for the implementation of internal communication from the academic community to the faculty manager.

2. SCOPE

This SOP applies to the implementation of formal communication covering matters relating to education, research, and community service services.

3. GENERAL DESCRIPTION

1. This procedure is carried out to ensure the achievement of effective communication from the academic community to the manager.
2. This internal communication from the academic community to the manager includes:
 1. Discussion related to learning services;
 2. Discussion related to student affairs;
 3. Discussion related to the research;
 4. Discussion related to community service;
 5. Discussion related to Lecturers and Education Personnel;
 6. Discussion related to alumni and cooperation partners;
 7. Other discussions that are relevant and close to the duties and functions of the academic community.
3. The implementation of internal communication from the academic community to the manager is carried out in the range of once a month (on week 4) to once every 6 months (end of the current semester).

4. PROCEDURE

1. Head of Work Unit
 1. Identify communication and discussion needs as per point 3.2.

2. Send a list of material needs that need to be discussed in internal meetings using the Material Needs Form for Discussion of SOP-FTIP-UNPAD-7.4.1/F1.
 3. Check and ensure the completeness and clarity of material requirements for discussion.
 4. Send the material needs to the Vice Dean II no later than the 2nd week of the current month.
 5. Monitor the schedule and agenda of internal communication meetings from Vice Dean II.
2. Vice Dean II for Resources and Organisation
 1. Receive material requirements for discussion;
 2. Conduct a review of completeness and clarity, if discrepancies are found communicated to the head of the relevant work unit
 3. Determine priority materials to be discussed in internal communication meetings
 4. Determine the person in charge of organising the internal communication meeting
 5. Establish internal communication meeting schedule including agenda, participants, location, date, and time.
 6. Informing the dean (faculty level meeting) and related academic community
 7. Coordinate the necessary materials through the head of the work unit and or related parties for the implementation of internal meetings that are the responsibility of the faculty.
 8. Monitor the implementation of internal communication meetings led by the relevant Head of Work Unit
3. Dean/Party appointed to represent
 1. Receive meeting notices and materials
 2. Reviewing meeting materials, if discrepancies are found, communicating with the relevant parties
 3. Lead internal communication meetings with the academic community based on the priority order of the set agenda

4. Establish follow-up recommendations for each discussion
 5. Assign a responsible implementer for each follow-up recommendation
 6. Monitoring the implementation of follow-up recommendations
4. Head of Work Unit
 1. Receive follow-up recommendations on proposed needs;
 2. Conduct follow-up based on the direction and time set;
 3. Report to the manager on the completion of follow-up recommendations in writing;
 4. Send the report to the as a copy.
 5.
 1. Receive a copy of the recommendation completion from the head of the relevant unit;
 2. Implement quality assurance adjustments or improvements based on recommendations and corrective actions;
 3. Store and maintain internal communication results.

5. RELATED FORMS

1. SOP-FTIP-UNPAD-7.4.1/F1: Material Requirement Form for Discussion

6. RELATED ATTACHMENTS

N/A

IMPLEMENTATION OF REGULAR MANAGER MEETINGS

SOP-FTIP-UNPAD-7.4.2

1. PURPOSE

This SOP provides guidelines for the implementation of regular faculty management meetings

2. SCOPE

This SOP applies to every implementation of routine management meetings

3. GENERAL DESCRIPTION

1. This routine manager meeting is held to ensure that the implementation of routine manager communication is effective.
2. The agenda discussed in the regular management meeting at least includes:
 1. Evaluation of faculty performance outcomes;
 2. Follow-up plan if performance achievements are not on target;
 3. Information from the university;
 4. Opportunities for faculty in Tridharma activities;
 5. Relevant internal and external issues;
3. The faculty managers involved in the regular meetings are:
 1. Dean
 2. Vice Dean for Learning, Student Affairs, and Research;
 3. Vice Dean for Resources and Organisation;
 4. Manager of Learning, Student Affairs, and Alumni;
 5. Manager of Research, Innovation and Cooperation;
 6. Resource, Planning and Information Manager;
 7. Head of the Department of Agricultural and Biosystems Engineering;
 8. Head of Department of Food Industry Technology;
 9. Head of the Department of Agricultural Industrial Technology;
 10. Head of the Agricultural Engineering Study Programme;

11. Head of the Food Industry Technology Study Programme;
 12. Head of the Agricultural Industrial Technology Study Programme;
 13. Chairperson of the Master of Agroindustrial Technology Study Programme;
 14. Chairperson of the Master of Agricultural Industrial Technology Study Programme;
 15. Chairperson of the Agroindustrial Technology Doctoral Study Programme;
 16. ;
 17. Head of Internationalisation Unit;
 18. Head of Study Centre;
 19. Information and Technology Team;
 20. Public Relations Team.
4. Regular faculty management meetings are held once a month on the 4th week.

4. PROCEDURE

1. Manager
 1. Identify the need for discussion as per point 3.2.
 2. Collect data needed to be discussed in the management meeting (REF item 4.1.1), if needed can coordinate with the relevant academic community
 3. Ensure the completeness and accuracy of the data to be discussed
 4. Distribute data that will be discussed in the regular manager meeting to the manager at least 2 working days before the meeting.
2. Deanery
 1. Receive copies of data from relevant managers
 2. Review the completeness and clarity of the data, if discrepancies are found, confirm with the relevant parties
 3. Assign a notetaker for each regular organiser meeting

4. Lead the discussion of the meeting agenda sequentially based on data
 5. Establish follow-up recommendations for each agenda item discussed
 6. Determine the person responsible for implementing the recommendation
 7. Provide direction for implementing recommendations to relevant managers
 8. Ensure that the meeting minutes made by the notary are complete and correct (SOP-FTIP-UNPAD-7.4.2/F1) according to the decisions made in the meeting by giving the notary the opportunity to read out the meeting results.
 9. Monitor the implementation of recommendations from relevant managers directly or through the Head of the Quality Assurance Unit.
3. Manager
 1. Receive recommendations from the Dean
 2. Review the clarity of the recommendation, if it is found unclear, it is confirmed to the Dean.
 3. Implement recommendations
 4. Reporting the implementation of recommendations to the Dean in writing with a copy to the Head of the Quality Assurance Unit
 5. Store and maintain the results of the implementation of recommendations
 4.
 1. Receive a copy of the recommendation completion from the relevant manager;
 2. Implement quality assurance adjustments or improvements based on recommendations and corrective actions;
 3. Store and maintain recommendation results.

5. RELATED FORMS

1. SOP-FTIP-UNPAD-7.4.2/F1: Management Meeting Minutes Form

6. RELATED ATTACHMENTS

N/A

COPY