**DAFTAR SOP AP BERDASAR NOMOR DAN ISI**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | | **Unit** | **Nomor SOP** | **ISI SOP** |
| **I** | | Direktur |  |  |
|  | 1 |  | 01/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengendalian Mu |
|  | 2 |  | 02/BPSDMI/ATK/SPM/SOP/VII/2019 | Drop Out |
| **II** | | **PD I** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 03/BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Buku Panduan Akademik |
|  | 2 |  | 04/BPSDMI/ATK/SPM/SOP/VII/2019 | Penentuan Dosen Pembimbing Dan Penguji Tugas Akhir |
|  | 3 |  | 05/BPSDMI/ATK/SPM/SOP/VII/2019 | Penentuan Dosen Pengampu Mata Kuliah |
|  | 4 |  | 06/BPSDMI/ATK/SPM/SOP/VII/2019 | Kegiatan Pengabdian Masyarakat dan Kerjasama Industri Sesuai Kelompok Keahlian |
|  | 5 |  | 07/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelompokan Dosen Berdasar Keahlian |
|  | 6 |  | 08/BPSDMI/ATK/SPM/SOP/VII/2019 | Menyusun Buku Petunjuk Praktikum |
|  | 7 |  | 09/BPSDMI/ATK/SPM/SOP/VII/2019 | Riset Kolaborasi Multidisiplin Antar Kelompok Keahlian |
|  | 8 |  | 10/BPSDMI/ATK/SPM/SOP/VII/2019 | Seminar Berkala Kelompok Keahlian |
| **III** |  | **PD II** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 11/BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Surat Keputusan |
|  | 2 |  | 12/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengusulan Anggaran |
|  | 3 |  | 13/BPSDMI/ATK/SPM/SOP/VII/2019 | Peningkatan Sumber Daya Manusia |
| **IV** |  | **PD III** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 14 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pelaksanaan Kegiatan Kemahasiswaan |
|  | 2 |  | 15/BPSDMI/ATK/SPM/SOP/VII/2019 | Pemantauan dan Evaluasi Kegiatan Kemahasiswaan |
|  | 3 |  | 16 /BPSDMI/ATK/SPM/SOP/VII/2019 | Jam Kegiatan Mahasiswa |
|  | 4 |  | 17/BPSDMI/ATK/SPM/SOP/VII/2019 | Perencanaan Kegiatan Kemahasiswaan |
| **V** |  | **SPM** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 18/BPSDMI/ATK/SPM/SOP/VII/2019 | Audit Internal |
|  | 2 |  | 19/BPSDMI/ATK/SPM/SOP/VII/2019 | Audit Eksternal |
|  | 3 |  | 20/BPSDMI/ATK/SPM/SOP/VII/2019 | Tinjauan Ulang Managemen |
| **VI** |  | **Unit Pelayanan Publik** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 21/BPSDMI/ATK/SPM/SOP/VII/2019 | Penerimaan Kunjungan |
|  | 2 |  | 22/BPSDMI/ATK/SPM/SOP/VII/2019 | Promosi Penerimaan Mahasiswa Baru |
|  | 3 |  | 23/BPSDMI/ATK/SPM/SOP/VII/2019 | Layanan Informasi Publik |
| **VII** |  | **Program Studi** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 24/BPSDMI/ATK/SPM/SOP/VII/2019 | Input Nilai Dosen |
|  | 2 |  | 25/BPSDMI/ATK/SPM/SOP/VII/2019 | Pelaksanaan KRS Mahasiswa |
|  | 3 |  | 26/BPSDMI/ATK/SPM/SOP/VII/2019 | Pelaksanaan Magang Mahasiswa |
|  | 4 |  | 27/BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Jadwal Mengajar |
|  | 5 |  | 28/BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Surat Ijin Survei |
|  | 6 |  | 29/BPSDMI/ATK/SPM/SOP/VII/2019 | Pendaftaran Sidang Tugas Akhir Mahasiswa |
|  | 7 |  | 30/BPSDMI/ATK/SPM/SOP/VII/2019 | Penetapan Dosen Pembimbing Akademik |
|  | 8 |  | 31/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Perubahan Nilai |
|  | 9 |  | 32/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Ujian Remidial |
| **VIII** |  | **UP2M** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 33 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pelaksanaan Penelitian Biaya Instansi |
|  | 2 |  | 34 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Kerjasama Penelitian Eksternal |
|  | 3 |  | 35 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengumpulan Laporan Kemajuan Penelitian Mandiri |
|  | 4 |  | 36 /BPSDMI/ATK/SPM/SOP/VII/2019 | Publikasi Hasil Penelitian di Majalah Berkala Politeknik ATK Yogyakarta |
|  | 5 |  | 37 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Bantuan Dana Publikasi |
|  | 6 |  | 38 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pelaksanaan Pengabdian Masyarakat Biaya Instansi |
|  | 7 |  | 39 /BPSDMI/ATK/SPM/SOP/VII/2019 | Kerjasama Pengabdian Kepada Masyarakat |
|  | 8 |  | 40 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengabdian Monitoring Pengabdian Kepada Masyarakat |
|  | 9 |  | 41 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengabdian Kepada Masyarakat Mandiri |
| IX |  | Administrasi Akademik | NOMOR SOP | ISI SOP |
|  | 1 |  | 42 /BPSDMI/ATK/SPM/SOP/VII/2019 | Penyusunan SK Tenaga Pengajar |
|  | 2 |  | 43 /BPSDMI/ATK/SPM/SOP/VII/2019 | Registrasi / Her Registrasi |
|  | 3 |  | 44 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengisian KRS |
|  | 4 |  | 45 /BPSDMI/ATK/SPM/SOP/VII/2019 | Semester Pendek |
|  | 5 |  | 46 /BPSDMI/ATK/SPM/SOP/VII/2019 | Registrasi Semester Pendek |
|  | 6 |  | 47 /BPSDMI/ATK/SPM/SOP/VII/2019 | Revisi KRS |
|  | 7 |  | 48 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Ujian Susulan |
|  | 8 |  | 49 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Surat Teguran Mahasiswa |
|  | 9 |  | 50 /BPSDMI/ATK/SPM/SOP/VII/2019 | Cuti Akademik |
|  | 10 |  | 51 /BPSDMI/ATK/SPM/SOP/VII/2019 | Yudisium |
|  | 11 |  | 52/BPSDMI/ATK/SPM/SOP/VII/2019 | Wisuda |
|  | 12 |  | 53 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Ijazah |
|  | 13 |  | 54 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Kalender Akademik |
| **X** |  | **WORKSHOP, LABORATORIUM, UPL DAN PERPUSTAKAAN** | | |
| **A** |  | **WORKSHOP DAN LAB** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 55/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Bebas Peminjaman Alat Laboratorium |
|  | 2 |  | 56/BPSDMI/ATK/SPM/SOP/VII/2019 | Kalibrasi Alat Laboratorium |
|  | 3 |  | 57/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Pemeliharaan Alat Laboratorium |
|  | 4 |  | 58/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Peminjaman dan Pengembalian Alat pada KBM |
|  | 5 |  | 59/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Penyimpanan Bahan Laboratorium |
|  | 6 |  | 60/BPSDMI/ATK/SPM/SOP/VII/2019 | Penyimpanan Alat Laboratorium |
|  | 7 |  | 61/BPSDMI/ATK/SPM/SOP/VII/2019 | Penangan Limbah Cair Laboratorium |
|  | 8 |  | 62/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP K3L Laboratorium |
|  | 9 |  | 63/BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Jadwal Penggunaan Laboratorium |
|  | 10 |  | 64/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Alat Praktek |
|  | 11 |  | 65/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Alat Tulis Kantor |
|  | 12 |  | 66/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Bahan Praktek |
|  | 13 |  | 67/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Bahan Pustaka |
|  | 14 |  | 68/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Pemeliharaan Dan Perbaikan Alat/Mesin |
|  | 15 |  | 69/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Pengadaan Bahan dan Alat Laboratorium |
|  | 16 |  | 70/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengambilan Peralatan Praktek Habis Pakai |
|  | 17 |  | 71/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengambilan Bahan Praktek Habis Pakai |
|  | 18 |  | 72/BPSDMI/ATK/SPM/SOP/VII/2019 | Penyerahan Hasil Praktek Pengolahan Kulit |
|  | 19 |  | 73/BPSDMI/ATK/SPM/SOP/VII/2019 | Perbaikan Bahan Pustaka |
| **B** |  | **PERPUSTKAAN** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 74/BPSDMI/ATK/SOP/VII/2019 | Pengembalian Koleksi Perpustakaan |
|  | 2 |  | 75/BPSDMI/ATK/SOP/VII/2019 | Pengolahan Koleksi Perpustakaan |
|  | 3 |  | 76/BPSDMI/ATK/SOP/VII/2019 | Pengadaan Koleksi Perpustakaan |
|  | 4 |  | 77/BPSDMI/ATK/SOP/VII/2019 | Bebas Perpustakaan |
|  | 5 |  | 78/BPSDMI/ATK/SOP/VII/2019 | Pengembanagan Sistem Perpustakaan |
|  | 6 |  | 79/BPSDMI/ATK/SOP/VII/2019 | Anggota Baru Perpustakaan |
|  | 7 |  | 80/BPSDMI/ATK/SOP/VII/2019 | Peminjaman Koleksi Perpustakaan |
|  | 8 |  | 81/BPSDMI/ATK/SOP/VII/2019 | Penyiangan Perpustakaan |
| **XI** |  | **ADMINISTRASI UMUM DAN KEUANGAN** | | |
| **A** |  | **UMUM** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 82/BPSDMI/ATK/SPM/SOP/VII/2019 | Kebersihan Kamar Mandi |
|  | 2 |  | 83/BPSDMI/ATK/SPM/SOP/VII/2019 | Kebersihan Ruang Direktur dan Pembantu Direktur |
|  | 3 |  | 84/BPSDMI/ATK/SPM/SOP/VII/2019 | Kebersihan Ruang Dosen |
|  | 4 |  | 85/BPSDMI/ATK/SPM/SOP/VII/2019 | Kebersihan Ruang Umum |
|  | 5 |  | 86 /BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Kebersihan Ruang |
|  | 6 |  | 87/BPSDMI/ATK/SPM/SOP/VII/2019 | Kebersihan Taman |
|  | 7 |  | 88/BPSDMI/ATK/SPM/SOP/VII/2019 | Kehilangan Barang di Lingkungan Politeknik ATK Yogyakarta |
|  | 8 |  | 89/BPSDMI/ATK/SPM/SOP/VII/2019 | Koordinasi Keamanan |
|  | 9 |  | 90/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Parkir Kendaraan |
|  | 10 |  | 91 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pelayanan Peminjaman Kendaraan |
|  | 11 |  | 92/BPSDMI/ATK/SPM/SOP/VII/2019 | Pelayanan Pengembalian Kendaraan |
|  | 12 |  | 93/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Peralatan Kebersihan |
|  | 13 |  | 94/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelolaan Cleaning Service |
|  | 14 |  | 95/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelolaan Dan Penggunaan Kendaraan Dinas Roda Dua Dan Roda Empat |
|  | 15 |  | 96/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelolaan Keamanan |
|  | 16 |  | 97/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelolaan Poliklinik Kesehatan |
|  | 17 |  | 98/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelolaan Ruang Kelas |
|  | 18 |  | 99/BPSDMI/ATK/SPM/SOP/VII/2019 | Perawatan Kendaraan |
| **B** |  | **TATA USAHA** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 100/BPSDMI/ATK/SPM/SOP/VII/2019 | Disposisi Surat Masuk |
|  | 2 |  | 101/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelolaan Surat Menyurat dan Kearsipaan (Surat/Dokumen Masuk) |
|  | 3 |  | 102 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelolaan Surat Menyurat dan Kearsipan (Surat dan Dokumen Keluar) |
|  | 4 |  | 103/BPSDMI/ATK/SPM/SOP/VII/2019 | Surat Tugas |
| **C** |  | **KEPEGAWAIAN** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 105/BPSDMI/ATK/SPM/SOP/VII/2019 | Analisis Beban Kerja |
|  | 2 |  | 106 /BPSDMI/ATK/SPM/SOP/VII/2019 | Kenaikan Jabatan Pustakawan |
|  | 3 |  | 107 /BPSDMI/ATK/SPM/SOP/VII/2019 | Kenaikan Jabatan Pranata Laboratorium |
|  | 4 |  | 108 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pembebasan Sementara Dari Jabatan Dosen |
|  | 5 |  | 109 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Tabungan Asuransi Pegawai Negeri Sipil (TASPEN) |
|  | 6 |  | 110 /BPSDMI/ATK/SPM/SOP/VII/2019 | Data Uang Makan Dan Uang Lembur |
|  | 7 |  | 111 /BPSDMI/ATK/SPM/SOP/VII/2019 | Cuti Pegawai Negeri Sipil |
|  | 8 |  | 112 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pendidikan dan Pelatihan (Diklat) PNS |
|  | 9 |  | 113 /BPSDMI/ATK/SPM/SOP/VII/2019 | Kenaikan Jabatan Dosen |
|  | 10 |  | 114 /BPSDMI/ATK/SPM/SOP/VII/2019 | Kenaikan Pangkat |
|  | 11 |  | 115 /BPSDMI/ATK/SPM/SOP/VII/2019 | Mutasi/Pemindahan |
|  | 12 |  | 116 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pembebasan Sementara Dari Jabatan Pranata Laboratorium Pendidikan |
|  | 13 |  | 117/BPSDMI/ATK/SPM/SOP/VII/2019 | Pembebasan Sementara Dari Jabatan Pustakawan |
|  | 14 |  | 118/BPSDMI/ATK/SPM/SOP/VII/2019 | Pemberian Ijin Belajar |
|  | 15 |  | 119 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Dokumen Tunjangan Kinerja |
|  | 16 |  | 120/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Angka Kredit Fungsional Dosen |
|  | 17 |  | 121/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Tanda Kehormatan Satya Lencana Karya Satya |
|  | 18 |  | 122 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengangkatan Kembali Dalam Jabatan Dosen |
|  | 19 |  | 123 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengangkatan Kembali Dalam Jabatan Pranata Laboratorium Pendidikan |
|  | 20 |  | 124 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pengangkatan Kembali Dalam Jabatan Pustakawan |
|  | 21 |  | 125/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengangkatan Pertama Dalam Jabatan Dosen |
|  | 22 |  | 126/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengangkatan Pertama Dalam Jabatan Pranata Laboratorium Pendidikan |
|  | 23 |  | 127/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengangkatan Pertama Dalam Jabatan Pustakawan |
|  | 24 |  | 128/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengangkatan PNS |
|  | 25 |  | 129/BPSDMI/ATK/SPM/SOP/VII/2019 | Perubahan Grade Jabatan Untuk Tunjangan Kinerja |
|  | 26 |  | 130/BPSDMI/ATK/SPM/SOP/VII/2019 | Tugas Belajar |
| **D** |  | **BMN** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 131/BPSDMI/ATK/SPM/SOP/VII/2019 | Kodefikasi BMN |
|  | 2 |  | 132/BPSDMI/ATK/SPM/SOP/VII/2019 | Tata Cara Penghapusan Barang |
| **E** |  | **ARSIP** | **NOMOR SOP** | **ISI SOP** |
|  |  |  | 133/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Permohonan Pengajuan Penilaian Prestasi Kerja Pejabat Fungsional Arsiparis |
|  |  |  | 134/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Permohonan Pengajuan Inpassing Arsiparis |
|  |  |  | 135/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Penyusutan Surat |
|  |  |  | 136/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Pengelolaan Arsip Kepegawaian |
|  |  |  | 137/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Pengelolaan Arsip Inaktif Di Record Center /Gedung Arsip /Ruang Arsip Inaktif Unit Kearsipan II / Unit Kearsipan III/Unit Kerja Daerah |
|  |  |  | 138/BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Daftar Arsip |
|  |  |  | 139/BPSDMI/ATK/SPM/SOP/VII/2019 | Pemeliharaan dan Perawatan Arsip |
|  |  |  | 140/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Pemindahan Arsip Inaktif ke Record center /Gedung Arsip /Ruang Arsip Inaktif Unit Kearsipan II / Kearsipan III/Unit Kerja Daerah |
|  |  |  | 141/BPSDMI/ATK/SPM/SOP/VII/2019 | Peminjaman Arsip Inaktif |
|  |  |  | 142/BPSDMI/ATK/SPM/SOP/VII/2019 | SOP Pengelolaan Arsip Aktif |
|  |  |  | 143/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelolaan Arsip Keuangan |
|  |  |  | 144/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengembalian Arsip Inaktif |
|  |  |  | 145/BPSDMI/ATK/SPM/SOP/VII/2019 | Permohonan Proses Pemusnahan Arsip Inaktif |
| **F** |  | **KEUANGAN** | **NOMOR SOP** | **ISI SOP** |
|  |  |  | 146/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengeluaran Uang Muka |
|  |  |  | 147/BPSDMI/ATK/SPM/SOP/VII/2019 | Penerimaan SPP Mahasiswa |
|  |  |  | 148/BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan SPPD |
|  |  |  | 149/BPSDMI/ATK/SPM/SOP/VII/2019 | Pencairan Gaji |
|  |  |  | 150/BPSDMI/ATK/SPM/SOP/VII/2019 | Pencairan GUP |
|  |  |  | 151/BPSDMI/ATK/SPM/SOP/VII/2019 | Pencairan Kuitansi LS |
|  |  |  | 152/BPSDMI/ATK/SPM/SOP/VII/2019 | Pencairan Kuitansi UP |
|  |  |  | 153/BPSDMI/ATK/SPM/SOP/VII/2019 | Pencairan PNBP |
|  |  |  | 154/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Revisi DIPA |
|  |  |  | 155/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Revisi POK |
|  |  |  | 156/BPSDMI/ATK/SPM/SOP/VII/2019 | Penyetoran Dana PNBP |
|  |  |  | 157/BPSDMI/ATK/SPM/SOP/VII/2019 | Perencanaan dan Penyusunan Anggaran |
| G |  | GUDANG | NOMOR SOP | ISI SOP |
|  | 1 |  | 158/BPSDMI/ATK/SPM/SOP/VII/2019 | Penyerahan Alat Tulis Kantor |
|  | 2 |  | 159/BPSDMI/ATK/SPM/SOP/VII/2019 | Penyerahan PeralatanPraktek Habis Pakai |
|  | 3 |  | 160/BPSDMI/ATK/SPM/SOP/VII/2019 | Penyerahan Bahan Praktek Habis Pakai |
|  | 4 |  | 161 /BPSDMI/ATK/SPM/SOP/VII/2019 | Penyerahan Hasil Praktek Untuk di Display di Teaching Factory |
| XII |  | UPT PEMELIHARAAN DAN PERAWATAN | NOMOR SOP | ISI SOP |
|  | 1 |  | 162/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengelolaan Barang Persediaan (Gudang) |
|  | 2 |  | 163/BPSDMI/ATK/SPM/SOP/VII/2019 | Pemeliharaan Dan Perbaikan Alat/Mesin |
|  | 3 |  | 164/BPSDMI/ATK/SPM/SOP/VII/2019 | Pemeliharaan Gedung |
| XIII |  | LSP | NOMOR SOP | ISI SOP |
|  | 1 |  | 165/BPSDMI/ATK/SPM/SOP/VII/2019 | Audit Mutu Internal |
|  | 2 |  | 166/BPSDMI/ATK/SPM/SOP/VII/2019 | Banding |
|  | 3 |  | 167/BPSDMI/ATK/SPM/SOP/VII/2019 | Kajian Ulang Manajemen |
|  | 4 |  | 168/BPSDMI/ATK/SPM/SOP/VII/2019 | Keluhan |
|  | 5 |  | 169/BPSDMI/ATK/SPM/SOP/VII/2019 | Keputusan sertifikasi |
|  | 6 |  | 170/BPSDMI/ATK/SPM/SOP/VII/2019 | Ketidakberpihakan |
|  | 7 |  | 171/BPSDMI/ATK/SPM/SOP/VII/2019 | Melaksanakan Asesment |
|  | 8 |  | 172/BPSDMI/ATK/SPM/SOP/VII/2019 | Mengembangkan Perangkat Asesment |
|  | 9 |  | 173/BPSDMI/ATK/SPM/SOP/VII/2019 | Menjaga Keamanan Soal Ujian |
|  | 10 |  | 174/BPSDMI/ATK/SPM/SOP/VII/2019 | Menjaga Kerahasiaan I |
|  | 11 |  | 175/BPSDMI/ATK/SPM/SOP/VII/2019 | Menjaga Kerahasiaan II |
|  | 12 |  | 176/BPSDMI/ATK/SPM/SOP/VII/2019 | Menjaga Kerahasiaan dan Kenetralan Ujian |
|  | 13 |  | 177/BPSDMI/ATK/SPM/SOP/VII/2019 | Merencanakan dan Mengorganisasi Asesment |
|  | 14 |  | 178/BPSDMI/ATK/SPM/SOP/VII/2019 | Pelaporan Hasil Asesment |
|  | 15 |  | 179/BPSDMI/ATK/SPM/SOP/VII/2019 | Penetapan Uji Kompetensi |
|  | 16 |  | 180/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengembangan dan Pemeliharaan Skema Sertifikasi |
|  | 17 |  | 181/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengendalian Dokumen |
|  | 18 |  | 182/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengendalian Rekaman |
|  | 19 |  | 183/BPSDMI/ATK/SPM/SOP/VII/2019 | Penunjukkan dan Tanggung jawab Komite Skema Sertifikasi |
|  | 20 |  | 184/BPSDMI/ATK/SPM/SOP/VII/2019 | Perselisihan |
|  | 21 |  | 185/BPSDMI/ATK/SPM/SOP/VII/2019 | Sertifikasi kompetensi |
|  | 22 |  | 186/BPSDMI/ATK/SPM/SOP/VII/2019 | Verifikasi Tempat Uji Kompetensi |
| XIV |  | TEACHING FACTORY | NOMOR SOP | ISI SOP |
|  | 1 |  | 187/BPSDMI/ATK/SPM/SOP/VII/2019 | Teaching Factory |
|  | 2 |  | 188/BPSDMI/ATK/SPM/SOP/VII/2019 | Pelaksanaan Pembelajaran Kolaborasi Teaching Factory-KUB Penyamak dan Pengrajin Kulit |
|  | 3 |  | 189/BPSDMI/ATK/SPM/SOP/VII/2019 | Pembuatan Jadwal Blok |
|  | 4 |  | 190/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Alat Teaching Factory-KUB Penyamak dan Pengrajin Kulit |
|  | 5 |  | 191/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengoptimalan Mesin Teaching Factory-KUB Penyamak dan Pengrajin Kulit |
|  | 6 |  | 192/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Perbaikan Alat Teaching Factory-KUB Penyamak dan Pengrajin Kulit |
| XV |  | UNIT INKUBASI BISNIS | NOMOR SOP | ISI SOP |
|  | 1 |  | 193 /BPSDMI/ATK/SPM/SOP/VII/2019 | Inkubator Bisnis |
|  | 2 |  | 194/BPSDMI/ATK/SPM/SOP/VII/2019 | Pendaftaran Sosialisasi L-TBI |
|  | 3 |  | 195 /BPSDMI/ATK/SPM/SOP/VII/2019 | Pelaksanaan Sosialisasi L-TBI |
|  | 4 |  | 196 /BPSDMI/ATK/SPM/SOP/VII/2019 | Wawancara Inkubasi Bisnis |
|  | 5 |  | 197 /BPSDMI/ATK/SPM/SOP/VII/2019 | Seleksi Inkubasi Bisnis |
| XVI |  | CDC | NOMOR SOP | ISI SOP |
|  | 1 |  | 198/BPSDMI/ATK/SPM/SOP/VII/2019 | Tracer Study pada Pengguna Lulusan/User untuk Mengevaluasi Kompetensi Lulusan |
|  | 2 |  | 199/BPSDMI/ATK/SPM/SOP/VII/2019 | Pengajuan Berkas Lamaran Kerja |
| XVII |  | KERJASAMA INDUSTRI DAN INTERNASIONAL | NOMOR SOP | ISI SOP |
|  | 1 |  | 200/BPSDMI/ATK/SPM/SOP/VII/2019 | Kegiatan Kerjasama |
|  | 2 |  | 201/BPSDMI/ATK/SPM/SOP/VII/2019 | Penyusunan Naskah Kerjasama |
| XVIII |  | **PEMELIHARAAN JARINGAN DAN KOMUNIKASI** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 202/BPSDMI/ATK/SPM/SOP/VII/2019 | Pemeliharaan Jaringan |
|  | 2 |  | 203/BPSDMI/ATK/SPM/SOP/VII/2019 | Perbaikan Jaringan |
| **XIX** |  | **SOP Tahun 2021** | **NOMOR SOP** | **ISI SOP** |
|  | 1 |  | 204/BPSDMI/ATK/SPM/SOP/VII/2019 | PenunjukanTeam Kerja Kegiatan Zona Integritas |
|  | 2 |  | 205/BPSDMI/ATK/SPM/SOP/VII/2019 | Penunjukan Personil Panitia/Team Kerja Kegiatan |
|  | 3 |  | 206/BPSDMI/ATK/SPM/SOP/X/2019 | Prosedur Tata Cara Penelitian Dosen dan PLP |
|  | 4 |  | 207/BPSDMI/ATK/SPM/SOP/X/2019 | Prosedur Pengajuan Paten (HKI) |
|  | 5 |  | 208/BPSDMI/ATK/SPM/SOP/I/2021 | **Rekrutmen Reviewer Penelitian Internal** |
|  | 6 |  | 209/BPSDMI/ATK/SPM/SOP/X/2021 | Desk Evaluation Proposal Penelitian |
|  | 7 |  | 210/BPSDMI/ATK/SPM/SOP/X/2021 | Seminar Proposal Penelitian |
|  | 8 |  | 211/BPSDMI/ATK/SPM/SOP/X/2021 | Seminar Hasil Penelitian Internal |
|  | 9 |  | 212/BPSDMI/ATK/SPM/SOP/X/2021 | Pelaporan Hasil Penelitian |
|  | 10 |  | 213/BPSDMI/AT/SPM/SOP/I/2021 | Pengumpulan Data Kinerja |
|  | 11 |  | 214/BPSDMI/ATK/SPM/SOP/VIII/2021 | Pelaksanaan *Dual System* |
|  | 12 |  | 215/BPSDMI/ATK/SPM/SOP/VIII/2021 | Pembuatan Soal Ujian (UTS,UAS) Secara *Online* |
|  | 13 |  | 216/BPSDMI/ATK/SPM/SOP/VIII/2021 | Pembuatan Soal Ujian (UTS,UAS) Secara *Offline* |
|  | 14 |  | 217/BPSDMI/ATK/SPM/SOP/X/2021 | Job Fair |
|  | 15 |  | 218/BPSDMI/ATK/SPM/SOP/XI /2021 | Penyusunan Rencana Strategis |
|  | 16 |  | 219/BPSDMI/ATK/SPM/SOP/XI /2021 | Penyusunan Rencana Kinerja |
|  | 17 |  | 220/BPSDMI/ATK/SPM/SOP/VIII/2021 | Penyusunan Laporan Akuntabilitas Kinerja Instansi Pemerintah |
|  |  |  | 221/BPSDMI/ATK/SPM/SOP/VIII/2021 | Penyusunan Monitoring dan Evaluasi Triwulan |