

**MANUAL OF QUALITY
INTERNAL QUALITY ASSURANCE SYSTEM**

EDUCATION



**CENTER QUALITY ASSURANCE OF LEARNING AND
DEVELOPMENT INSTITUTE OF QUALITY ASSURANCE
STATE UNIVERSITY PADANG**

2017

	UNIVERSITAN NEGERI PADANG	Kode/No.: MM – 11.001-00
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	MANUAL PENETAPAN STANDAR SPMI	Revisi : 1
		Halaman: 89

**MANUAL
QUALITY ASSURANCE STANDARDS DETERMINATION
UNIVERSITAS NEGERI PADANG**

EDUCATION STANDARDS


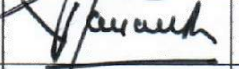
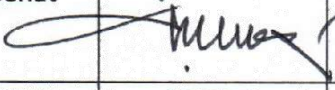
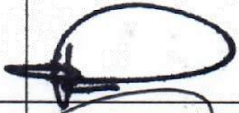


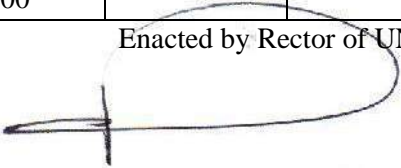
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5 Pengendalian	Dr. M. Giatman, MSIE	Ketua Penjamu		21 Desember 2017

TABLE OF CONTENTS

CODE	TITLE OF MANUAL	PAGE
MM -11.001-00	DESIGNATION OF STANDARD GRADUATES COMPETENCE	1
MM -11.002-00	STANDARD COMPETENCE OF GRADUATES	3
MM – 11.003-00	EVALUATION STANDARD COMPETENCE GRADUATES	5
MM – 11.004-00	CONTROL GRADUATES COMPETENCE STANDARD	7
MM - 11.005-00	GRADUATES COMPETENCE IMPROVED STANDARDS	9
MM – 12.006-00	DESIGNATION OF CONTENTS LEARNING STANDARDS	11
MM – 12.007-00	CONTENTS OF LEARNING STANDARDS	13
MM – 12.008-00	EVALUATION OF LEARNING CONTENT STANDARD	15
MM – 12.009-00	LEARNING CONTENT CONTROL STANDARD	17
MM - 12.010- 00	IMPROVEMENT LEARNING CONTENTS	19
MM – 13.011-00	STANDARDS OF LEARNING PROCESSES	21
MM – 13.012-00	OF STANDARDS OF IMPLEMENTATION OF STANDARDS OF LEARNING PROCESS	23
MM – 13.013-00	EVALUATION OF STANDARDS OF LEARNING PROCESS	25
MM – 13.014-00	STANDARDS	27
MM – 13.015-00	IMPROVEMENT LEARNING PROCESS	29
MM – 14.016-00	STANDARDS OF ASSESSMENT	31
MM – 14.017-00	OF STANDARDS OF IMPLEMENTATION OF STANDARDS OF ASSESSMENT	33
MM – 14.018-00	EVALUATION OF ASSESSMENT STANDARDS AN	35
MM – 14.019-00	CONTROL STANDARDS ASSESSMENT	37
MM – 14.020-00	IMPROVING ASSESSMENT STANDARDS	39
MM -15.021-00	EDUCATION AND LABOR STANDARDS DESIGNATION	41
MM -15.022-00	IMPLEMENTATION OF EDUCATIONAL STANDARDS ANEDUCATIONAL MANPOWER	43
MM – 15.023-00	EVALUATION OF EDUCATION AND LABOR STANDARDS EDUCATION	45
MM -15.024-00	EDUCATION STANDARDS CONTROLAND EDUCATION PERSONNEL	47
MM -15.025-00	IMPROVING STANDARDS OF EDUCATION AND MANPOWERINEDUCATION	49
MM – 16.026-00	SETTING FACILITIES AND STANDARDS INFRASTRUCTURE	51
MM – 16.027-00	IMPLEMENTATION OF FACILITIES STANDARDS ANDINFRASTRUCTURE	53
MM -16.028-00	EVALUATION OF FACILITIES AND INFRASTRUCTURE STANDARDS	55
MM – 16.029-00	CONTROL FACILITIES AND STANDARDSINFRASTRUCTURE	57
MM – 16.030-00	IMPROVED STANDARDS OF FACILITIES AND INFRASTRUCTURE	59
MM – 17.031-00	DETERMINATION OF LEARNING MANAGEMENT STANDARD	61
MM – 17.032-00	IMPLEMENTATION OF STANDARDS FOR LEARNING MANAGEMENT	63
MM – 17.033-00	EVALUATION OF STANDARDS FOR LEARNING MANAGEMENT	65
MM – 17.034-00	CONTROL STANDARDS FOR LEARNING MANAGEMENT	67
MM – 17 .035-00	IMPROVEMENT OF LEARNING MANAGEMENT STANDARD	69
MM – 18.036-00	ESTABLISHING FINANCING STANDARDS FOR EDUCATION	71
MM – 18.037-00	IMPLEMENTATION OF FINANCING STANDARDEDUCATION	73
MM – 18.038-00	EVALUATION OF FUNDING EDUCATION STANDARDS	75
MM – 18.039-00	CONTROL STANDARDS OF EDUCATION FUNDING	77
MM – 18.040-00	IMPROVEMENT FUNDING EDUCATION STANDARDS	79

UNIVERSITAS NEGERI PADANG	MANUAL GRADUATES COMPETENCE DETERMINATION OF STANDARD			
	Document MM – 11.001-00	Revision Number 00	Page 1of2	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

The manual for determining Graduate Competency Standards is to establish Graduate Competency standards in the form of minimum criteria regarding the depth and breadth of Graduate Competencies.

B. Scope

Manual determination Graduates Competency Standards apply when establishing the competence of graduates of at least the benchmark level of courses, faculty, and university

C. Definition

1. Establishment Graduates Competency Standards is an attempt to agree on minimum competency owned graduates Padang State University
2. Graduates Competency Standards are the minimum criteria of depth and breadth of competence of graduates of Padang State University.
3. The depth and breadth of Graduate Competency Standards refer to the development of science, technology, and art and their relevance to the needs of society.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments / Study Programs.


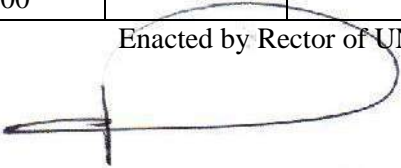
E. Procedures

1. Making UNP's Vision and Mission the starting point and final goal in designing graduate competencies.
2. Collect and study all relevant laws and regulations for determining graduate competencies.
3. Conduct needs analysis for students, *stakeholders*, and alumni to determine Graduate Competency standards.

4. Conduct studies based on the results of needs analysis to determine Graduate Conducted.
5. Competency Standards. Formulate Graduate Competency Standards based on studies that have been done.
6. Conduct a public test or socialize the draft standardSPMIby inviting internal/external stakeholders to get suggestions.
7. Re-formulate by paying attention to the public test results and compiling Graduate Competency Standards in the form of written documents.
8. Socializing the contents of Graduate Competency Standards to all academics periodically and consistently.

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education.
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards.
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of the UNP
7. Strategic Plan UNP 2016-2020
8. Quality Policy SPMI UniversityStateof Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPLEMENTATION OF GRADUATES COMPETENCE STANDARDS			
	Document MM – 11.002-00	Revision Number 00	Page 3of4	PPM-UNP
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MANUAL QUALITY				

A. Purpose

This manual for implementing the Graduate Competency Standards is implementing the competency standards Graduate set out in the standard-setting manual.

B. Scope

1. the Manual implementation Graduates Competency Standards apply when implementing competency standards minimum that standard level courses, faculty, and university
2. Manual implementation of standards Competency includes aspects of time, place, and target

C. definition

1. Implementation of Competency Standards Graduates is a follow up of the Competency Standards specified in the standard-setting manual for Graduate Competence. Graduate Competency
2. Standards are the minimum criteria regarding the depth and breadth of competency of Universitas Negeri Padang graduates.
3. Depth and breadth of Graduate Competency Standards refer to the development of science, technology, and art and their relevance to the needs of society.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leader, Faculty Leader, Head of Department/Prodi.


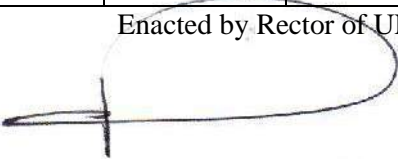
E. Procedures

1. Perform technical and/or preparation in administrative accordance with the contents standards of graduate competency

2. Disseminate the contents of Graduate Competency Standards to all academics periodically and consistently
3. Prepare and write written documents in the form of Work procedures or SOPs, work instructions, or the like following the contents of graduate competency standards
4. Implement Activities Implementation of education by using graduate competency standards as a benchmark for achievement.

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti Number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education,
6. Statute of the UNP
7. Strategic Plan UNP 2016-2020,
8. the Internal Quality Assurance System for Higher Education, SPMI-PT Development Team, Directorate General of Higher Education,
9. SPMI Quality Policy Universitas Negeri Padang.

UNIVERSITAS NEGERI PADANG	MANUALCOMPETENCY STANDARD EVALUATION OF GRADUATES			
	Document MM – 11.004-00	Revision Number 00	Page 2of7	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

The preparation of this Graduate Competency Standard evaluation manual aims to evaluate the competency standards Graduate That has been established and implemented following the standard-setting and implementation manual so that it is known that the achievement of these standards

B. Scope

1. The Graduate Competency Standards evaluation manual applies when evaluating the competency standards of graduates at the level of study programs, faculties, and universities.
2. The evaluation manual of Graduate Competency Standards includes supervision, examination, monitoring, monitoring, measurement, and assessment of the implementation of standards that have been set.

C. Definition of

1. Evaluation of Graduate Competency Standards is a follow-up to the implementation of Competency Standards to determine whether the implementation of graduate competency standards runs according to predetermined
2. standards Graduate Competency Standards are the minimum criteria regarding depth andbreadth of competence of graduates of Padang State UniversityPadang State University

D. in charge of


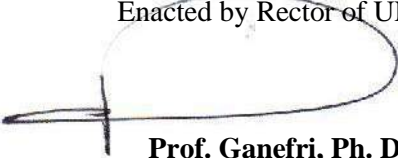
1. LP3M and Quality Assurance Center (PPM) as coordinator,
2. University Leader, Faculty Leader, Head of Department/Prodi.

E. Procedures

1. Formulate instruments evaluation for competency Standards Graduate based on studies that have been carried out
2. Prepare evaluation instruments for Graduate Competency Standards in the form of written documents
3. Conduct evaluations, record each implementation of graduate competency standards
4. Record or record all findings in the form of deviations, omissions, errors, or the like from implementing Graduate Competency Standards that meet or do not meet the established Standards.
5. Also, note if incomplete documents are found, such as work procedures, forms, and so on from the Graduate Competency Standards that have been implemented
6. Check and study the reasons or causes for deviations from the contents of the Competency Standards Graduates meet or have not met the implementation of Graduate Competency Standards
7. Conduct a study to evaluate Graduation Competency Standards
8. Take notes or record all evaluation actions taken in the form of a written document.
9. Report the results of the standard evaluation to the leadership and head of the work unit, accompanied by suggestions or recommendations.
10. Evaluate competency standards under the Standard Operating Procedures (SOPs) that have been established

F. Reference

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research, Technology and Higher Education Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education.
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards.
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of the UNP
7. Strategic Plan UNP 2016-2020
8. Quality Policy SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL CONTROL STANDARD GRADUATES COMPETENCY			
	Document MM – 11.005-00	Revision Number 01	Page 8 of 10	PPM-UNP
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MANUAL QUALITY	 Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003			

A. Purpose

1. of Graduate Competency Standards manual control aims to control the standards Competency Lacking meet or do not meet established standards
2. Preparation of manual controls Graduate Competency Standards aims to strengthen the attainable standard of Competency

B. Scope

Manual control Graduates competency standards apply to correct, follow up the results of the evaluation of competency standards both at the level of courses, faculty, and university

C. definition

1. control is observing the process of establishing, implementing, and evaluating Graduates competency standards to ensure consistency between these three aspects are following the standards determined
2. Control is the process of analyzing the results of the evaluation that has been carried out.
3. Control is intended to determine whether the implementation of the Graduate Competency Standards is following what they should do.
4. Control is done to check, check, audit in detail all aspects of the implementation of Graduates Competency Standards following established standards
5. Graduates Competency Standards are the minimum criteria of the depth and breadth of competency Padang State University

D. Responsible


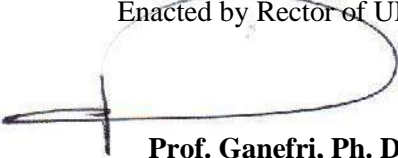
1. LP3M and the Center for Quality Assurance (PPM) Universitas Negeri Padangas coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments / Study Programs.

E. Procedure

1. Check and study the results of the evaluation carried out in the previous stage, and study the reasons or causes for deviations from the contents of the standards competency of graduates that failed to be achieved.
2. Take corrective action against any deviations/failures in achieving standards to graduate competency.
3. Record or record all corrective actions are taken.
4. Continuously monitor the effect of the corrective action so that it continues to run according to the standards that have been set.
5. Prepare periodic written reports on all matters relating to standard control as described above.
6. Report the results of the standard control to the head of work units and university leaders and suggestions and recommendations.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education.
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education

UNIVERSITAS NEGERI PADANG	MANUAL INCREASING THE COMPETENCE STANDARDS GRADUATES			
	Document MM – 11.005-00	Revision Number 01	Page 11 of 12	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

of manually increase Graduate Competency Standards aims to ensure the sustainability of improved standards Competency

B. Scope

1. Enhancement Manual Graduates Competency Standards apply to follow-up evaluation and control reports competency standards both at the level of study programs, faculty, and university
2. Manual enhancement Graduates competency standards apply to ensure the sustainability of improved standards of competency

C. definition

1. greater standardization is an attempt to improve the quality standard of competency periodic and ongoing
2. Graduates competency standards are the minimum criteria of the depth and breadth of competency at Universitas Negeri Padang

D. Responsible

1. LP3M and Quality Assurance Center (PPM) Universitas Negeri Padang as coordinators,
2. University Leaders, Faculty Leaders, Heads of Departments / Study Programs.


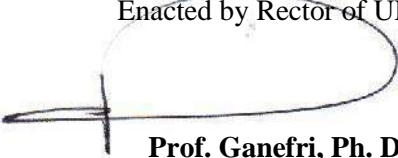
E. Procedure

1. Study the results of the achievement of graduation competencies from the evaluation data and control of graduation competencies.
2. Hold meetings or discussion forums to discuss the results of the report by inviting officials of structurally related and lecturer
3. evaluation of the contents of standards competency
4. Revise contents standards, graduation thus becoming the standard of competence graduates recent higher than the standards graduation previously

5. Mileage steps or procedures apply in determining the higher standards graduation competency as the new Graduation Competency Standards.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of the UNP
7. Strategic Plan UNP 2016-2020

UNIVERSITAS NEGERI PADANG	MANUAL SETTING STANDARDS FOR LEARNING CONTENT			
	Document MM – 12.006-00	Revision Number 01	Page 13of14	PPM-UNP
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MANUAL QUALITY				

A. Purpose

The preparation of the instructional content standard-setting manual aims to establish learning content standards in the form of minimum criteria regarding the depth and breadth of learning materials

B. Scope

the Learning Content Standards setting manual applies when setting minimum learning content standards that become the benchmark level of courses, faculty, and university

C. definition

1. Determination of Content standards of Learning is an effort to agree on a minimum standard that is owned by graduates Padang State University
2. Content standards of Learning are the minimum criteria of the depth and breadth of course materials in Padang State University
3. depth and breadth of Content standards of Learning refer to the development of science, technology, and art and their relevance to the needs of society.

D. Responsible Party(s)

1. LP3M and Quality Assurance Center (PPM) Universitas Negeri Padangas coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments / Study Programs.


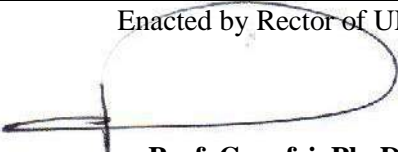
E. Procedures

1. Making UNP's Vision and Mission the starting point and ultimate goal in designing standards learning content.
2. Collect and study all relevant laws and regulations for setting standards learning content
3. Conduct needs analysis for students, *stakeholders*, and alumni to determine learning content standards
4. Conduct studies based on the results of needs analysis to determine learningcontent standards
5. Formulate learning content standards based on studies that have been done.

6. Conducting public testing or socialization drafts of standard SPMI by inviting internal/external stakeholders to get suggestions.
7. Re-formulating by paying attention to public test results and compiling learning content standards in written documents.
8. Socializing the contents of learning content standards to all academics periodically and consistently.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of UNP
7. Strategic Plan 2016-2020 UNP
8. Quality Policy SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPLEMENTATION OF STANDARDS FOR LEARNING CONTENT			
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MANUAL QUALITY	 Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003			

A. Purpose

Preparation of the instructional content standard implementation manual aims to implement learning content standards following the standards set in the learning content standard-setting manual learning content standard

B. Scope

1. Implementation manual applies when implementing minimum learning content standards, which becomes a benchmark at study programs, faculties and universities.
2. The Scope of the manual for implementing learning content covers aspects of the depth and breadth of learning materials referring to the development of science, technology, and art and their relevance to the community's needs.

C. Definition

1. Manual Execution Content Standards of Learning is the process of implementation of content standards set out in the manual setting standards Content Learning
2. Content Standards of Learning is the minimum criteria of the depth and breadth of learning materials in Padang State University
3. The depth and breadth of Competency Standards Graduates refer to the development of science, technology, and art and their relevance to the needs of society.

D. Responsible Party(s)


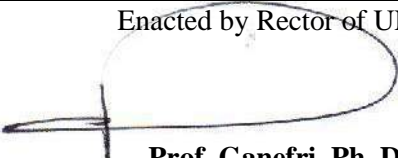
1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leader, Faculty Leader, Head of Department/Prodi.

E. Procedures

1. Perform technical and/or administrative preparations following the contents of standard procedures.
2. Disseminate the contents of the Learning Content Standards to all lecturers, non-lecturer employees, and students periodically and consistently.
3. Prepare and write written documents in work procedures or SOPs, work instructions, or the like according to standard contents.
4. Carry out activities or programs to meet Learning Content Standards, quality standards set as benchmarks for achievement.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of the UNP
7. Strategic Plan UNP 2016-2020

UNIVERSITAS NEGERI PADANG	MANUAL EVALUATION OF STANDARDS OF LEARNING CONTENT			
	Document MM – 12.008-00	Revision Number 01	Page 18of20	PPM-UNP
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MANUAL QUALITY				

A. Purpose

The preparation of this learning content standard evaluation manual aims to evaluate the content standards learning that have been set and implemented following the standard-setting and implementation manual so that it is known that the achievement of these standards

B. Scope

1. the evaluation manual learning content standards apply when evaluating Learning Content standards at the level of study programs, faculties and universities
2. The evaluation manual for Learning Content Standards includes supervision, examination, monitoring, monitoring, measurement, and assessment of the implementation of standards that have been set.

C. Definition of

1. Evaluation of Learning Content Standards is a follow-up to the implementation of Learning Content Standards to determine whether the implementation of these standards is following the standards that have been set.
2. The Learning Content Standards are the minimum criteria regarding the depth and breadthstandards content of learning at Padang State University

D. Responsible Party(s)

1. LP3M and Quality Assurance Center (PPM) Universitas Negeri Padangas coordinator,
2. University Leader, Faculty Leader, Head of Department / Study Program.


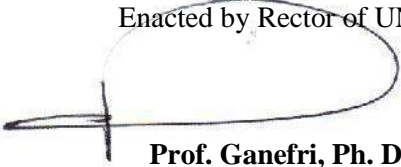
E. Procedures

1. Formulate instruments evaluation learning content standards based on studies that have been carried out
2. Develop evaluation instruments Learning content standards in the form of written documents
3. Conduct evaluations, record each implementation of learning content standards

4. Record or record all findings in the form of deviations, omissions, errors, or the like from implementing learning content standards that meet or do not meet the established Standards.
5. Also, note if incomplete documents are found, such as work procedures, forms, and so on, from the learning content standards that have been carried out
6. Check and study the reasons or causes for deviations from the content The learning content standards meet or do not meet the implementation of the learning content standards
7. Conduct a study to evaluate the learning content standards
8. Take notes or record all evaluation actions taken in the form of a written document.
9. Report the results of the standard evaluation to the leadership and head of the work unit, accompanied by suggestions or recommendations.
10. Evaluate competency standards following the Standard Operating Procedures (SOPs) that have been established.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research, Technology and Higher Education Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education.
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of the UNP
7. Strategic Plan UNP 2016-2020

UNIVERSITAS NEGERI PADANG	MANUAL STANDARD CONTROL OF LEARNING CONTENT			
	Document MM – 12.009-00	Revision Number 01	Page 21of23	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

1. of manual control Learning Content Standards aims to control the content standards learning is lacks appropriate or does not meet established standards
2. Preparation of manual control Learning Content Standards aims to strengthen the achievement of content standards Learning

B. Scope

Manual control standards for Content Learning apply to correct, follow up, the results of the evaluation of content standards Learning both at the level of courses, faculty, and university

C. Definition

1. control is observing the process of establishing, implementing, and evaluating Content Standards of Learning to ensure consistency between these three aspects are following the standards defined
2. Control is analysis results of the evaluation process has been done
3. Controlling intended to determine whether the implementation of the Learning Content Standards that should be done following
4. Controls are carried out to examine, check, and audit in detail all aspects of implementing the Standards of Learning Content following the standards set.
5. Standards of Learning Content are the minimum criteria regarding the depth and breadth of lecture material at the Universitas Negeri Padang

D. Responsible Party(s)


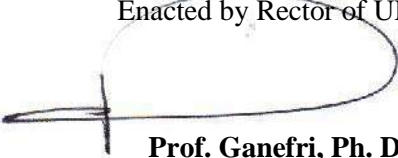
1. LP3M and the Center for Quality Assurance (PPM) Universitas Negeri Padangas coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments / Study Programs.

E. Procedure

1. Check and study the evaluation results carried out in the previous stage, and learn the reasons or causes for deviations from the standard content of the learning content that failed to be achieved.
2. Take corrective action against any deviations/failures in achieving the standard of learning content.
3. Record or record all corrective actions are taken.
4. Continuously monitor the effect of the corrective action so that it continues to run according to the standards that have been set.
5. Prepare periodic written reports on all matters relating to standard control as described above.
6. Report the results of the standard control to the head of work units and university leaders and suggestions and recommendations.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education
5. Permenristekdikti number 62 of 2016 concerning Internal Quality Assurance Systems for Higher Education
6. Statute of UNP
7. Strategic Plan UNP 2016-2020

UNIVERSITAS NEGERI PADANG	MANUAL IMPROVED STANDARDS OF LEARNING CONTENTS			
	Document MM – 12.010-00	Revision Number 01	Page 24of25	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

of the manual enhancement Learning Content Standards aims to ensure the sustainability of the increase in the standard Content Learning

B. Scope

1. Manual Increased Learning Content Standards apply to follow-up evaluation reports and control the learning content standards both at the level of study programs, faculty, and university
2. Manual Improved Content standards of Learning apply to ensure the sustainability of the increase in the standard Content Learning

C. definition

1. greater standardization is an attempt to improve the quality of content standards Learning periodic and ongoing
2. Content standards of Learning are the minimum criteria of the depth and breadth of content/lecture material in Padang State University

D. Insurers Answer

1. LP3M and Quality Assurance Center (PPM) Universitas Negeri Padang as coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments / Study Programs.


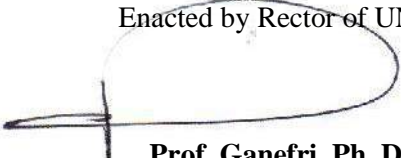
E. Procedure

1. Study the results of the achievement of graduation competencies from the evaluation data and control standards of learning content
2. Hold a meeting or discussion forum to discuss the results of the report by inviting officials structural related and lecturers
3. Evaluation of the content of the learning
4. content Revise the contents standards of the standards graduation, so that they become standard competency graduation new that is better higher than the standard of the previous learning content

5. Take the appropriate steps or procedures in setting the higher standard graduation competency as the new standard of learning content.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education.
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of UNP
7. Strategic Plan UNP 2016-2020

UNIVERSITAS NEGERI PADANG	MANUAL DETERMINING STANDARDS FOR THE LEARNING PROCESS			
	Document MM – 12.011-00	Revision Number 01	Page 26of27	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. The purpose

Preparing this learning process standard-setting manual is to design, formulate and set learning process standards in the form of minimum criteria regarding implementing the learning process.

B. Scope

1. This Standard setting Manual applies when the Learning Process standard is about to be designed, formulated, and determined by the Team.
2. This standard-setting manual applies to setting Learning Process Standards at the D3, S1, S2, and S3 levels.

C. Definitions

1. Standards Are qualifications, criteria, measures, benchmarks, minimum specifications that must be achieved or met.
2. Learning Process Standards are qualifications, criteria, measures, benchmarks, minimum specifications that must be achieved or met in the Process field.
3. Setting Learning Process Standards is an action in designing, formulating, approving, and ratifying standards so that the Learning Process Standards are declared valid.

D. Responsible Party(s)

1. LP3M and Quality Assurance Center (PPM) Universitas Negeri Padang as coordinator,
2. University Leader, Faculty Leader, Head of Department/Prodi.


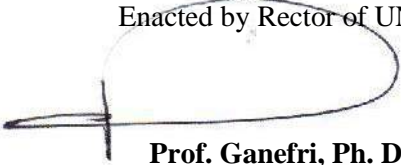
E. Procedures

1. LPPM Leaders set a team to formulate standards for learning outcomes based on the vision, mission, and objectives of Padang State University.
2. The team studied the University's regulations and decisions relevant to the standard-setting of the expected outcomes of the learning process.

3. The team determined the standard formulation of the standard outcomes of the learning process following the standard scheme of the learning process offered.
4. The team submitted a draft standard for the standard results of the learning process to be approved by the head of the institution.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of UNP
7. Strategic Plan UNP 2016-2020

UNIVERSITAS NEGERI PADANG	MANUAL IMPLEMENTATION OF STANDARDS FOR THE LEARNING PROCESS OF			
	Document MM – 12.012-00	Revision Number 01	Page 28of30	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

Manual is to provide guidelines on how to implement standards or meet established Learning Process Standards.

B. Scope

1. The Scope of the manual for the implementation/fulfillment of the Learning Process Standards is a guideline on how to implement so that the specified Learning Process Standards can be achieved or met.
2. This learning process standard implementation manual is carried out when the learning process standard must be implemented in learning activities.
3. Use of the manual implementation of the Standards of Learning Process is carried out during the Standards of Learning Process should be implemented in the learning activities
4. Manual implementation of this standard apply to implement Standards of Learning Process on levels of D3, S1, S2, and S3

C. Definition

1. Standard is a qualification criterion, measure, benchmark, minimum specification that must be achieved or met.
2. Learning Process Standards are qualifications, criteria, measures, benchmarks, minimum specifications that must be achieved or met in the Process field.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leader, Faculty Leader, Head of Department/Prodi.


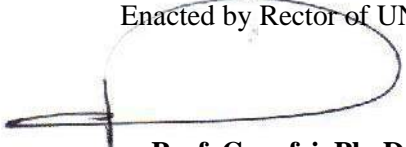
E. Procedures

1. Perform technical and/or administrative preparations following the contents of standard procedures.
2. Disseminate the Standard Learning Process contents to all lecturers, non-lecturer employees, and students periodically and consistently.

3. Prepare and write written documents in work procedures or SOPs, work instructions, or the like according to standard contents.
4. Carry out activities or programs to meet the Learning Process Standards, the quality standards set as benchmarks for achievement.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of the UNP
7. Strategic Plan UNP 2016-2020

UNIVERSITAS NEGERI PADANG	MANUAL EVALUATION OF THE STANDARDS OF THE LEARNING PROCESS			
	Document MM – 12.013-00	Revision Number 01	Page 30of32	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP		
MANUAL QUALITY	 Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003			

A. purpose of

Preparing this Learning Process Standards evaluation manual is to evaluate the implementation of the Learning Process Standards implemented so that the specified Learning Process Standards can be achieved or met.

B. Scope

1. The Scope this Learning Process Standards evaluation manual includes how to supervise, check, monitor, monitor, measure, assess, and evaluate the implementation of the learning process standards in meeting the established
2. Learning Process Standards. The learning process requires monitoring or supervision, checking or checking and evaluating regularly and continuously.
3. This standard implementation manual applies to implementing the Learning Process Standards at the D3, S1, S2, and S3 levels.

C. Definition

1. Evaluation is the process of collecting information, data up to giving meaning to information or data that is useful for formulating an alternative decision
2. Monitoring Observing a process or activity to determine whether the process or activity is running according to what is required in the Standard Learning Process. Monitoring is carried out through the implementation of Monitoring and Evaluation.
3. The examination is checking or auditing in detail all aspects of implementing the Learning Process Standards that are carried out periodically to match whether all aspects of the implementation of student and alumni compliance have been running following the contents of the Learning Process Standards. Monitoring is carried out four times per semester, while evaluation of student satisfaction is carried out at the end of each semester.

D. Responsible Party(s)


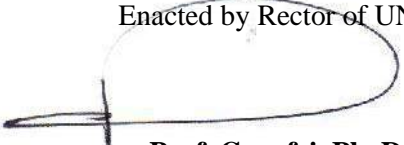
1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leader, Faculty Leader, Head of Department/Prodi.

E. Procedures

1. Conduct periodic monitoring in the semester and or annual units.
2. Record or record all findings in the form of deviations, omissions, errors, or the like from implementing the Learning Process Standards that meet or do not meet the contents of the established Learning Process Standards.
3. Also, note if incomplete documents are found, such as work procedures, forms, and so on, from the Learning Process Standards that have been implemented
4. Check and study the reasons or causes for deviations from the contents of the Learning Process Standards meeting or not meeting the implementation of the Learning Process Standards
5. Recording or recording all evaluation actions are taken.
6. Continuously monitor the effects of these evaluation actions, such as whether the implementation of education is running again according to the standard contents.
7. Reported the results of the evaluation standards to the leaders and heads of working units and advice or recommendation so that they can be followed up in the meeting of the management review
8. the team evaluated the standard learning process following Standard Operating Procedures (SOPs) that has been set

F. References

1. Act No. 20 of 2003 on National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of the UNP
7. Strategic Plan UNP 2016-2020

UNIVERSITAS NEGERI PADANG	MANUAL EVALUATION OF THE STANDARDS OF THE LEARNING PROCESS			
	Document MM – 12.014-00	Revision Number 01	Page 33of35	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP		
MANUAL QUALITY	 Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003			

A. Purpose

The purpose of preparing a standard control manual for Learning Process Standards is to control the implementation of Learning Process Standards to achieve or meet the established Learning Process Standards.

B. The Scope this

1. Manual of Controlling the Learning Process Standards includes analysis of the causes and corrective actions against the established Learning Process Standards that have not been achieved.
2. This standard control manual is carried out when the implementation of the Learning Process Standards requires control so that the established Learning Process Standards can be met.
3. This standard implementation manual applies to implementing the Learning Process Standards at the D3, S1, S2, and S3 levels.

C. Definition of

1. Control is to observe the process of determining, implementing, and evaluating Learning Content Standards to ensure consistency between the three aspects, whether they are following the standards set by
2. Control is the process of analyzing the results of the evaluation that has been carried out. The evaluation results are published on the UNP website and can be accessed by the academic community.
3. Control is intended to determine whether the implementation of the Learning Content Standards is following what should be done.
4. Control is carried out to examine, check, and audit in detail all aspects of implementing the Standards of Learning Content following the standards that have been set.
5. Standards of Learning Content are the minimum criteria regarding the depth and breadth of lecture material at Padang State University

D. Responsible Party(s)


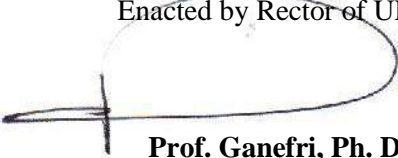
1. LP3M and the Quality Assurance Center (PPM) State University Padang as coordinator,
2. University Leaders, Faculty/Quality Assurance Team Leaders, Heads of Departments/Prodi/Quality Assurance Units, Institutional Leaders, and lecturers as the curriculum formulation team.

E. Procedures

1. Conduct periodic monitoring in the semester and or annual time units
2. The team controls the standard of the learning process following the established Standard Operating Procedures (SOPs)
3. Record or record all findings in the form of deviations, omissions, errors, or the like from implementing the Learning Process Standards that meet or do not meet the Standard Learning Process contents that have been set.
4. Also, note if incomplete documents are found, such as work procedures, forms, and so on, from the Learning Process Standards that have been implemented
5. Check and study the reasons or causes for deviations from the contents of the Learning Process Standards meeting or not meeting the implementation of the Learning Process
6. Noting or recording all evaluation actions taken.
7. Continuously monitor the effects of these evaluation actions, for example, whether the implementation of education is running again according to the standard content.
8. Report the results of the standard evaluation to the leadership and head of the work unit, accompanied by suggestions or recommendations.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of UNP
7. Strategic Plan UNP 2016-2020

UNIVERSITAS NEGERI PADANG	MANUAL IMPROVING STANDARDS FOR THE LEARNING PROCESS OF			
	Document MM – 12.015-00	Revision Number 01	Page 36of38	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

The purpose of this manual for developing/improving Learning Process Standards is to ensure the continuous improvement of the Quality of Learning Process Standards at the end of each cycle.

B. The Scope the

1. Manual for improving Learning Process Standards can be applied if the implementation of the Learning Process Standards in one cycle has ended
2. The stipulation of the Standard Learning Process cycle is determined each academic year.
3. This standard implementation manual applies to implementing the Learning Process Standards at the D3, S1, S2, and S3 levels.

C. Definition


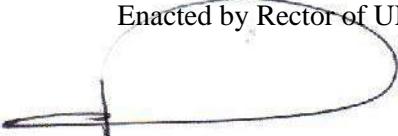
1. Development or standard improvement is an effort to carry out a final evaluation and improve the quality of the contents of the Learning Process Standards after the cycle ends. The results of monitoring and evaluation guide the improvement of standards.
2. The final evaluation of the Learning Process Standards is an act of assessing evaluating whether the implementation of the Learning Process Standards basedon the results of standard implementation, evaluation, control of the Learning Process Standards has reached or met the established Learning Process Standards.
3. One cycle of Learning Process Standards is the duration or validity period of the Learning Process Standards following the aspects regulated by the person in Charge of LP3M and the Quality Assurance Center (PPM) of Universitas Negeri Padang as coordinator,
4. University Leader, Faculty/Quality Assurance Group, Head of Department/Prodi/Unit Quality Assurance, Institutional Leaders, and lecturers as the curriculum formulation team.

D. Procedure

1. The final evaluation team (content standard improvement team) studies the report on the Learning Process Standards control results.
2. The final evaluation team (content standard improvement team) held a meeting to discuss the results of the Learning Process report by inviting relevant officials, supervisory lecturers, and parties involved and referred to in the Learning Process Standards.
3. The final evaluation team (content standard improvement team) evaluates the contents of the Learning Process Standards.
4. The final evaluation team (content standard improvement team) and the Learning Process Standards setting team revised the Learning Process Standards' contents to create new standards.
5. The team carried out the standard learning process following the Standard Operating Procedure (SOP) set.

E. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education Education
3. Regulation of the Minister of Research and Technology and Education Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning Internal Quality Assurance System for Higher Education
6. Statute of UNP
7. Strategic Plan 2016-2020
8. Policy Quality of SPMI Padang State University

UNIVERSITAS NEGERI PADANG	MANUAL ESTABLISHMENT OF ASSESSMENT STANDARDS			
	Document MM – 12.016-00	Revision Number 01	Page 39of40	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

purpose of the preparation of this assessment standard setting manual is to design, formulate and determine the Assessment standard to be used

B. Scope

1. This assessment standard setting manual applies when the assessment standard is to be designed, formulated, and set by the team
2. This assessment standard setting manual applies to setting assessment standards at all levels and educational programs conducted by UNP.

C. Definitions

1. Standard are quality, criteria, size, benchmark, minimum specifications that must be achieved or metminimum specifications that must be achieved or fulfilled in the field of assessment assessment
2. Setting Standards is an action in the form of designing, formulating, approval and ratification of standards so that the assessment standards are declared valid byLP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
3. University Leader, Pimp staff of the Faculty/Quality Assurance Group, Leaders ofDepartments/Prodi/Units Assurance Quality, Institutional Leaders, and lecturers, as well as related education staff within the UNP

D. Procedures for


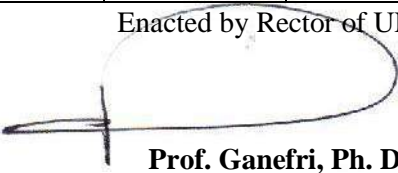
1. LPPM Leaders to establish a Team to formulate standards for the results of assessment standards based on the vision, mission, and objectives of Padang State University.
2. The team studied the University's regulations and decisions relevant to setting the standard for the assessment results.
3. The team determined the formulation of the results followingthe standardsassessment.
4. The team submitted a standard draft of the assessment results to be approved by the head of the institution.

E. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leaders, Heads of Faculties/Quality Assurance Groups, Heads of Departments/Prodi/Quality Assurance Units, Institutional Leaders, and lecturers as the curriculum formulation team.

F. Reference

1. to Law Number 12 of 2012 concerning Higher Education
2. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
4. Statute of UNP
5. *Roadmap* PKMLPPM UNP
6. PKM Guidelines LPPM UNP
7. Strategic Plan UNP 2016
8. SPMI Quality Policy Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPLEMENTATION OF ASSESSMENT STANDARDS			
	Document MM – 12.017-00	Revision Number 01	Page 41of42	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

The preparation of a quality manual for the implementation of the Assessment Standards aims to develop guidelines for implementing standards to meet the assessment standards set

B. Scope

1. The Scope the implementation of this assessment guides in assessing so that the established assessment standards can be achieved
2. Use a manual implementation of the standard assessment carried out during the assessment standards should be implemented in the activities of the organization of assessment by all working units

C. definition

1. standard is a quality criterion, measure, benchmark, minimum specifications that must be achieved or met
2. the standard assessment is a qualification criterion, measure, benchmark, minimum specification that must be achieved or fulfilled in the field of assessment
3. Implementing the assessment standard is how the statement of the assessment standard that has been determined must be complied with, carried out, and fulfilled.
4. The assessment procedure/SOP is a description of the sequence of an activity to achieve something written systematically, logically, and coherently

D. Person in

1. Charge of LP3M and Quality Assurance Center (PPM) Universitas Negeri Padang as coordinator,
2. University leadership, Faculties, Departments/Prodi, and lecturers as implementers and assessors of activities lectures


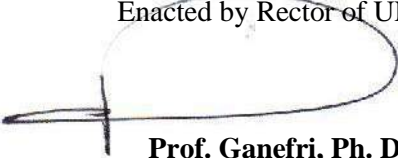
E. Procedure

1. Prepare Technical, administrative implementation of assessment standards
2. Conduct socialization of assessment standards to all related parties

3. Prepare written documents in the form of Work Procedures or SOPs, work instructions, and others according to educational standards
4. Conduct assessment activities to meet the assessment standards set as activity benchmark education

F. Reference

1. Act No. 20 of 2003 on National Education System
2. Law No. 12 the year 2012 regarding the of Higher Education
3. Regulation of the Minister Research and Technology and Higher Education of the Republic of Indonesia Number 44 the year 2015 on National Standards Of Higher Education
4. Regulation of the Minister Rist Education and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Statute of UNP
6. Strategic Plan of 2016 UNP
7. Quality Policy SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL EVALUATION OF ASSESSMENT STANDARDS			
	Document MM – 12.018-00	Revision Number 03	Page 43of44	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

objectives the evaluation manual drafting Standard Assessment is to evaluate the implementation of the International Valuation Standards that have been implemented so that the assessment standards are set that can be achieved

B. Scope The

1. manually broadScope the evaluationStandard Assessmentcovers how to supervise, inspect, monitor, monitor, measure, and evaluate the implementation of the assessment standards in meeting the established
2. Assessment standards. This evaluation manual is carried out when implementing the Assessment Standards requires monitoring or supervision, checking or inspection, and evaluation regularly and continuously.

C. Definition

1. Monitoring is observing a process. or an activity to find out whether a process or activity is running as it should in assessment Standards
2. Audits to check or audit in detail all aspects of the implementation of the assessment standards. meet the standards that are carried out regularly to match whether all aspects of the implementation of the assessment have been carried out following the contents of the assessment Standards
3. Evaluation Is a process of gathering information, data up to giving meaning to information or data that is useful for formulating an alternative decision the

D. forInsurer Answer

1. LP3M and the Quality Assurance Center (PPM) Universitas Negeri Padang as coordinators,
2. leaders of universities, faculties, departments/study programs, and lecturers as implementers and assessors of lecture activities.


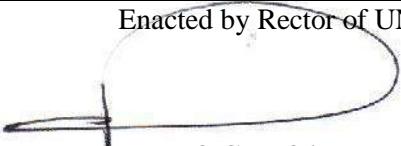
E. Procedures

1. The team prepares technical,administrative implementation of the Standard assessment

2. team Doing Dissemination Standard Assessment to all concerned
3. the team prepares a written document such as Work Procedures or SOPs, work instructions, and other appropriate educational standards
4. the team is conducting an assessment to meet the standards of assessment are defined as benchmarks for educational activities

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 About the National Standards for Higher Education.
5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
6. Statute of UNP
7. Strategic Plan 2016
8. Quality Policy of SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL CONTROL OF ASSESSMENT STANDARDS			
	Document MM – 12.019-00	Revision Number 01	Page 45of46	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

The purpose of drafting the manual control of Assessment Standards is to create guidelines to control the implementation of assessment standards so that the implementation of the International Valuation Standards which have been set can be achieved with good

B. Scope

1. The Broad Scope of the manual Control Assessment Standards include analysis of causes and corrective measures against assessment standards that have been set have not been achieved
2. Use of manual control assessment standards are carried out on the implementation of the International Valuation standards require controls that standard assessment which has been set can be achieved

C. definition

1. control is analyzing the results of the evaluation of an activity to determine whether a process or the activity runs as it should in assessment Standards, which
2. Audits are checking or auditing in detail all aspects of implementing the assessment standards meeting the regularly carried out standards. Time to match whether all aspects of the implementation of the assessment have been carried out following the contents of the AssessmentStandard.
3. Assessment Evaluation is a process of gathering information, data up to give meaning to information or data that is useful for formulating an alternative decision

D. in charge of


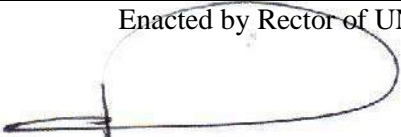
1. LP3M and the Assurance Center Mutu (PPM) Universitas Negeri Padang as coordinator,
2. Head of the University, Faculty, Department / Prodi, and faculty as implementers and assessors lectures

E. Procedure

1. the team conducted an analysis of the monitoring results, monitoring, inspection, measurement, and evaluation that has been conducted periodically in one semester or one academic year
2. Take corrective action against any violations or deviations from the content of the assessment standards
3. Record or record all actions corrective taken
4. Continuously monitor the effects of these corrective actions, whether they are back running according to standards stipulated

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning Standards National Higher Education
5. Statute of UNP
6. Strategic Plan of 2016 UNP
7. Quality Policy SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL			
	IMPROVING ASSESSMENT STANDARDS			
	Document MM – 12.020-00	Revision Number 01	Page 47of49	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

purpose of preparing this manual for improving the assessment standards is to develop guidelines for designing and setting improvements in the standards of assessment

B. Scope

1. Manual for improving the assessment standards can be applied if the implementation of the assessment standards in one cycle has ended.
2. Improvements in the standards of assessment do each completed one cycle assessment is carried cycle
3. Determination assessment Standards determined each academic year

C. definition

1. Enhancement Standards are an attempt to make a final evaluation and repair and improve the quality of the content of Standard assessment after the cycle ends.
2. Final Evaluation of Assessment Standards is an act of assessing, evaluating whether the implementation of the Assessment Standards based on the results of the implementation of the Standards, evaluation, control of the Assessment Standards has reached or met the stipulated Assessment standards.
3. One cycle of Assessment Standards is the validity period of the Assessment Standards following the aspects regulated by

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinators,
2. University leaders, Faculties, Departments/Prodi, and lecturers as implementers and assessors of educational activities.


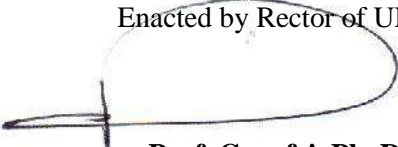
E. Procedures

1. Make UNP's Vision and Mission the starting point and final goal in designing standards assessment.

2. Collecting and studying all relevant laws and regulations for setting assessment standards.
3. Conducting needs analysis on students, *stakeholders*, and alumni in the context of setting assessment standards.
4. Conducting studies based on the results of needs analysis to determine assessment standards.
5. Conducting formulating assessment standards based on studies that have been done.
6. Conducting public testing or socialization drafts of standard SPMI by inviting internal/external stakeholders to get suggestions.
7. Re-formulating by taking into account the results of public tests and compiling assessment standards in written documents.
8. Disseminating the contents of assessment standards to all academics periodically and consistently.

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Education Standards High
5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education standards.
6. Statute of the
7. 2016 UNP Strategic Plan UNP
8. Regulation of the Minister of Research Technology and Higher Education 62 of 2016 concerning the Internal Quality Assurance System for Higher Education.
9. SPMI Quality Policy Padang State University

UNIVERSITAS NEGERI PADANG	MANUAL EDUCATION AND LABOR STANDARDS DESIGNATION			
	Document MM – 12.021-00	Revision Number 01	Page 50of52	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

This manual aims to set standards for educators and education personnel to design, formulate, and establish standards for educators and education personnel (lecturers and education personnel).

B. Scope this

1. manual for setting standards for educators and education personnel used to be guided in the planning, lifting, placing, evaluating, proposing promotion and promotion, and in doing activity daily work performed by the team of
2. The Manual setting standards of teachers apply to the set standards and education personnel from qualifying, competence, and personality of prospective educators and education personnel to their placement.

C. Definition of

1. Standard is the quality, criteria, size, benchmark, minimum specification that must be achieved or fulfilled.
2. The educator is a lecturer in charge of designing, implementing, and evaluating the learning process, research, and community service.
3. Academic staff is the staff who are tasked with helping to obtain the, carrying out educational, research, and community service activities and carrying out administrative and financial activities at UNP.
4. The standards of educators and education staff are quality standards set for lecturers and education staff to carry out a certain task.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,


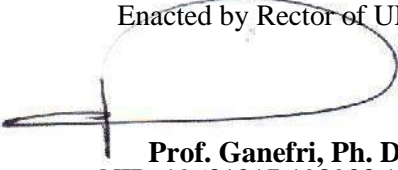
2. University Leaders, Heads of Faculties/Quality Assurance Groups, Heads of Departments/Prodi/Quality Assurance Units, Institutional Leaders, and lecturers and education staff.

E. Procedures for

1. Conducting Studies to formulate Standards for Educators and Education Personnel
2. Formulate Standards for Educators and Education Personnel based on the results of the Study on Standards for Educators and Education Personnel
3. Establish Standards for Educators and Education Personnel to be applied at UNP
4. Prepare guidelines, SOPs, requirements, and criteria that will be guided by all elements associated with the UNP
5. Doing Dissemination Standards and Education Personnel to all relevant parties

F. References

1. Act No. 12 of 2012 on Higher Education
2. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 the Year 2015 on National Standards for Higher Education
3. Regulation of the Minister of Research and Technology and Education Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
4. Statute of UNP
3. *Roadmap of LP3M* and the Quality Assurance Center (PPM) Padang State Universityas Coordinator,
4. University Leader, Lead a Faculty/Quality Assurance Group, Heads of Departments/Prodi/Quality Assurance Units, Institutional Leaders, and lecturers as a curriculum formulation team.
5. LPPM UNP
6. PKM Guidelines LPPM UNP
7. Strategic Plan UNP 2016
8. Regulation of the Minister of Research Technology and Higher Education No. 62 of 2016 concerning the Higher Education Internal Quality Assurance System.
9. SPMI Quality Policy Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPLEMENTATION OF EDUCATIONAL STANDARDS ANDEDUCATIONAL MANPOWER			
	Document MM – 12.022-00	Revision Number 01	Page 53of55	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

The preparation of a quality manual for implementing the Standards of Educators and Education Personnel aims to guide in carrying out activities related to the standards of educators and education personnel that have been set to meet the standards of educators and education personnel that have been set.

B. Scope

1. the Broad Scope of the implementation of the standards of teachers and serves as a guideline in carrying out the provisions standards and education personnel both in the selection and placement of teachers and education staff so that the standards of teachers and it reached
2. Use manually implement the teachers' standards and used in selecting, placing, and assigning lecturers and education staff to all units or institutions.

C. Definition

1. Standard Is the quality, criteria, size, benchmark, minimum specification that must be achieved or fulfilled.
2. Assessment Standards and educational staff are qualifications, criteria, size, benchmark, a minimum specification that must be achieved or met by teachers and education personnel to be appointed and assigned specific tasks
3. Implement standards and education personnel is how the standard wording of teachers and the set must be complied with, done, and filled with accomplishments

D. Responsible

1. LP3M and Central Guaranty Quality (PPM) Universitas Negeri Padang as coordinator,
2. University Leaders, Faculties, Departments / Study Programs, and units related to educational personnel


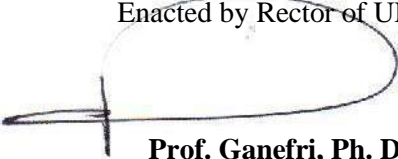
E. Procedures

1. Prepare Technical, administrative implementation of selection for lecturers and education staff

2. Prepare work guidelines or SOPs that will be used in implementing the Standards of Educators and Education Personnel
3. Team Conducting Socialization Standardization of lecturers and education staff to all relevant parties
4. The team prepares written documents in the form of Work Procedures or SOPs, instruments, interview guides, and others according to the standards of lecturers and education staff
5. The team conducts assessment activities and selection to obtain lecturers and education staff who meet the standards of lecturers and education staff that have been stipulated.

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Higher Education
4. Statutes of UNP
5. Strategic Plan UNP 2016
6. Regulation of the Minister of Research Technology and Higher Education No. 62 of 2016 concerning the Internal Quality Assurance System for Higher Education.
7. SPMI Quality Policy Padang State University

UNIVERSITAS NEGERI PADANG	MANUAL EVALUATION OF EDUCATION AND LABOR STANDARDS EDUCATION			
	Document MM – 12.023-00	Revision Number 01	Page 56of58	PPM-UNP
MANUAL QUALITY	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		

A. Purpose

The purpose of the preparation of the evaluation manual for the Standards of Educators Education and personnel is to evaluate the implementation of the Standards for Educators and Education Personnel that have been implemented in the selection, determination, and placement so that they are following the standards of educators and education personnel that have been set. it can be achieved

B. Scope

1. The Scope of the evaluation manual for the Standards of Educators and Education Personnel includes how to supervise, examine, monitor, monitor, measure, and evaluate the implementation of the standards of educators and education personnel in meeting the standards of educators' education and personnel specified.
2. Use of standard evaluation manuals for educators and staff this education is done to produce guidelines for evaluating the implementation of Teachers and education Personnel Standards that require monitoring or surveillance, checks, or checks and regular evaluation and continuous

C. definition

1. monitoring is observed as a process or activity to find out whether a process or activity is running as it should in the Standards for Educators and Education Personnel
2. The examination is checking or auditing in detail all aspects of the implementation of the Standards for Educators and Education Personnel whether it meets the standards set, and this activity is carried out periodically to match whether all aspects of the implementation of the selection, appointment, and placement of lecturers and education staff are following the Educational and Educational Personnel Standards
3. Evaluation is a process of collecting information, data to give meaning to the information or data useful for formulating an alternative decision

D. in charge of


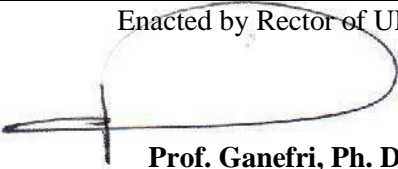
1. LP3M and Quality Assurance Center (PPM) Universitas Negeri Padang as coordinator,
2. University leadership, Faculties, Departments / Study Programs, and lecturers as implementers and assessors of per-project activities. College.

E. Procedure

1. Formulate instruments evaluation standards assessment standards based on studies that have been carried out
2. Prepare evaluation instruments Standard assessment standards in the form of written documents
3. Conduct evaluations, record each implementation of standard assessment standards
4. Record or record all findings in the form of deviations, omissions, errors, or the like from implementing standard assessment standards that meet or do not meet the established Standards.
5. Also, note if incomplete documents are found, such as work procedures, forms, and so on, from the assessment standard standards that have been carried out
6. Check and study the reasons or causes for deviations from the contents The assessment standard standards meet or have not met the implementationAssessment standard standards
7. Conduct a study to evaluate the standard of assessment
8. Recording or recording all evaluation actions taken in the form of a written document.
9. Reporting the results of the standard evaluation to the leadership and head of the work unit, accompanied by suggestions or recommendations.
10. Evaluate competency standards following the Standard Operating Procedures (SOP) that have been established

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework
4. Regulation Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
6. Statute of UNP
7. Strategic Plan of 2016 UNP
8. Quality Policy SPMI UNP

UNIVERSITAS NEGERI PADANG	MANUAL EDUCATION STANDARDS CONTROL AND EDUCATION PERSONNEL			
	Document MM – 12.024-00	Revision Number 01	Page 59 of 61	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

objectives controlling manual drafting Standards and Education Personnel is to control the implementation of the guidelines in standards and education personnel so that the implementation of the Standard of Teachers and education personnel have been set can be achieved with either

B. Scope

1. Size the Scope the manual control standards and Education Personnel includes an analysis of the causes, and corrective actions of the standards and Education Personnel who have been assigned can not be achieved
2. Use of manual control standards Education and Personnel are carried out on the implementation of the standards and Education Personnel require control in order standards and Education Educational staff that have been determined to be achieved

C. Definition of

1. Control is to analyze the results of the evaluation of activity to find out whether a process or activity is running as it should In the Standards of Educators and Education Personnel
2. The examination is checking or auditing in detail all aspects of the implementation of the standards for educators and education personnel, which is carried out periodically to match whether all aspects of the selection, appointment, and assignment of educators and staff Education has been running following the contents of the Standards for Educators and Education Personnel
3. Evaluation is a process of collecting information, data to give meaning to useful information or data to formulate an alternative decision

D. Responsible Party(s)

1. LP3M and the Quality Assurance Center (PPM) Universitas Negeri Padang as coordinator,


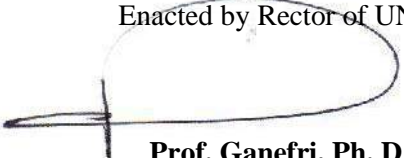
2. Leader Universities, Faculties, Departments / Study Programs, and lecturers as implementers and assessors of lecture activities.

E. Procedures

1. Conduct analysis on the results of monitoring, monitoring, examination, measurement, and evaluation that have been carried out periodically in one semester or one academic year
2. Prepare guidelines for controlling the results of the evaluation of the implementation of standards for educators and education personnel
3. Take corrective action on any violations or deviations of standard content and education personnel
4. recording or recording all actions corrective were
5. taken-going monitoring of the effects of corrective action, whether already re-run following the standards established

F. Reference

1. Law No. 20 of 2003 on National Education System
2. Law No. 12 of 2012 concerning Higher Education
3. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards Republic of Indonesia,
6. Statute of the
7. 2016 Strategic Plan of the
8. State of the SPMI Quality Policy, Padang State University

UNIVERSITAS NEGERI PADANG	MANUAL IMPROVING STANDARDS OF EDUCATION AND MANPOWER IN EDUCATION			
	Document MM – 12.025-00	Revision Number 01	Page 62 of 64	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

The purpose of preparing the manual for improving the standards of educators and education personnel is to ensure that there is an increase in the standard quality of educators and education personnel at all times in the activity cycle.

B. Scope the

1. Manual for improving educators and education personnel standards includes activities to improve the Standards of Educators and Education Personnel for the appointment of new lecturers and education personnel. The
2. Improvement of the standards of educators and education personnel is carried out in the placement and assignment of tasks to lecturers and education personnel. The
3. The cycle of Standards for Educators and Education Personnel is determined every academic year.

C. Definition of

1. Standard Improvement is an effort to evaluate and improve it, to improve the quality of the contents of the Standards of Educators and Education personnel after one cycle ends.
2. Final Evaluation of Educator and Education Personnel Standards is an act of assessing, evaluating whether the implementation of Educator and Education Personnel Standards based on the results of the implementation of the Standards, evaluations, controlling the Educators and Education Personnel Standards has reached or met the Educators and Education Personnel standards. Defined education.
3. One cycle of the Standards of Educators and Education Personnel is the validity period of the Standards of Educators and Education Personnel following the aspects regulated by the

D. Responsible Person

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinators,


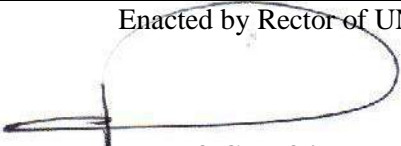
2. University leaders, Faculties, Departments/Prodi, and lecturers as implementers and assessors of learning activities.

E. Procedure

1. Studying the results of the selection evaluation and performance appraisal of lecturers and education staff
2. The team holds a meeting to discuss the results of the control report on the Standards of Lecturers and education staff together with the leaders of the University, Faculties and departments/study programs, student representatives, alumni, supervisory lecturers, and other related parties with the standards of lecturers and education staff.
3. The team conducts a final evaluation of the contents of the Lecturer Standards and education personnel.
4. The Evaluation Team and the standard team for lecturers and education staff revised the standards for lecturers and education staff to create higher standards for lecturers and education staff.
5. Produce work guidelines and procedures (SOP) in improving the standards of Educators and Education Personnel

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
6. Statute of the UNP
7. Strategic Plan UNP 2016
8. Quality Policy SPMI State University Padang

UNIVERSITAS NEGERI PADANG	MANUAL SETTING FACILITIES AND STANDARDS INFRASTRUCTURE			
	Document MM – 12.026-00	Revision Number 01	Page 65of67	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

purpose of this manual for setting standards for Facilities and Infrastructure is to produce guidelines for designing, formulating, and setting standards for Facilities and Infrastructure

B. Scope this

1. Manual for setting standards for Facilities and Infrastructure is applicable when Standards that include aspects: specifications, sizes, quality, quantity, and so on are stated in the quality formula that the team wants to design, formulate, and set.
2. This standard-setting manual for facilities and infrastructure applies to setting standards for facilities and infrastructure provided and utilized by each unit at UNP.

C. Definition of

1. Standards are the quality, criteria, size, benchmarks, minimum specifications that must be achieved or fulfilled.
2. Facilities and Infrastructure are all materials, tools, facilities, and infrastructure that are selected, procured, and used by all units in UNP in all fields of activity. which is conducted.
3. Standards for Determination of Facilities and Infrastructure are quality standards set in procurement, utilization in all fields and institutions at UNP.

D. Responsible Party(s)


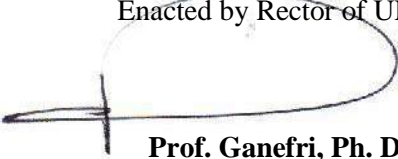
1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leaders, Heads of Faculties/Quality Assurance Clusters, Heads of Departments/Prodi/Quality Assurance Units, Institutional Leaders, and lecturers and education staff.

E. Procedures

1. Making UNP's Vision and Mission the starting point and final goal in designing standard facilities and infrastructure.
2. Collect and study all relevant laws and regulations with character determination.
3. Conduct needs analysis for students, *stakeholders*, and alumni in the context of setting learning management standards.
4. Conduct studies based on the results of needs analysis to determine to learn
5. Management standards. Formulate learning management standards based on studies that have been carried out.
6. Conduct a public test or socialize the draft standard SPMI by inviting internal/external stakeholders to get suggestions.
7. Re-formulate by taking into account the results of the public test and compiling learning management standards in written documents.
8. Socializing the contents of learning management standards to all academics periodically and consistently.

F. Reference

1. to Law Number 12 of 2012 concerning Higher Education
2. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 the Year 2017 About Teacher Education Standards
4. UNP Statutes UNP
5. *Roadmap* PKM LPPM
6. Guidelines for LPPM UNP
7. Strategic Plans UNP 2016
8. SPMI Quality Policy State University Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPLEMENTATION OF FACILITIES STANDARDS AND INFRASTRUCTURE			
	Document MM – 12.027-00	Revision Number 01	Page 68 of 69	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

of the quality manual implementation Infrastructure Standards aims to guide in implementing the standard of facilities and infrastructure to meet the standards set

B. Scope The

1. broad Scope, the implementation of standards infrastructure as a guideline in implementing provisions standard facilities and infrastructure, are set to be fulfilled
2. usage manual of standard operating infrastructure used in the implementation of the procurement and utilization of infrastructure by all units or institutions

C. definition

1. Implement standard equipment and infrastructure is the size specification of the benchmark as stated in the statement of the standard to be met, done, the achievement can be fulfilled
2. SOP is a description of the order in which something is achieved that is written systematically, logically, and coherently
3. Work instructions are detailed lists of tasks that must be carried out by recipient tasks

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinators,
2. leaders of universities, faculties, departments/study programs, and units related to education personnel.


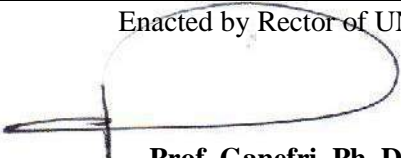
E. Procedures

1. Carry out technical and/or preparations in administrative accordance with the contents standards of the infrastructure
2. Disseminate the contents of the facilities and infrastructure standards to all academics periodically and consistently

3. Prepare and write written documents in the form of Work procedures or SOPs, work instructions, or the like following the contents of the standard facilities and equipment infrastructure
4. Carry out educational activities using standard facilities and infrastructure as a benchmark for achievement.

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Statute of UNP
6. Strategic Plan UNP 2016
7. Regulation of the Minister of Research and Technology and Higher Education No. 62 of 2016. Higher Education Internal Quality Assurance System Quality
8. Policy SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL EVALUATION OF FACILITIES AND INFRASTRUCTURE STANDARDS			
	Document MM – 12.028-00	Revision Number 01	Page 70of72	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP		
MANUAL QUALITY	 Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003			

A. Purpose

purpose of preparing the evaluation manual for the Facilities and Infrastructure Standards is to evaluate the implementation of the Facilities and Infrastructure Standards that have been implemented in the selection, purchase, and utilization so that following the established Facilities and Infrastructure standards it can be achieved

B. scope the

1. broad Scope, the manual evaluation infrastructure standards, include how to supervise, examine, monitor, monitor, measure, and evaluate the implementation of the standard of facilities and infrastructure to meet the standards of facilities and infrastructure are set
2. usage manual of the standard evaluation of infrastructure is done to evaluate the implementation of the standards Facilities and infrastructure that require routine and continuous monitoring or supervision, checking, or inspection and evaluation

C. Definition

1. Monitoring is observing a process or an activity to know whether a process or activity is running as intended with what should be in the Standards for Facilities and Infrastructure
2. the examination is checking or auditing in detail all aspects of the implementation of the Facilities and standards Infrastructure whether they meet the standards set, and this activity is carried out periodically to match whether all aspects of the implementation of the election, procurement, purchase, and use of facilities and infrastructure following the Standards for Facilities and Infrastructure
3. Evaluation is a process of collecting information, data to give meaning to useful information or data to formulate an alternative decision

D. Responsible Party(s)

1. LP3M and the Quality Assurance Center (PPM) Universitas Negeri Padang as coordinators,


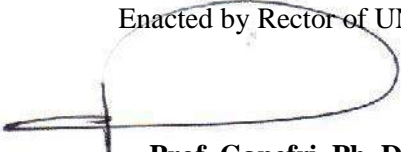
2. leaders of universities, faculties, departments/study programs, and lecturers as implementers and assessors of lecture activities.

E. Procedures

1. Monitoring the procurement and assessment of facilities and infrastructure UNP
2. Recording or recording all findings in the form of deviations, errors, errors, etc. from the procurement of facilities and infrastructure, as well as an assessment of existing facilities and infrastructure at UNP
3. Studying the reasons and causes of deviations in the procurement of facilities and infrastructure carried out
4. Record all actions taken against non-procurement of facilities and infrastructure
5. Continuously monitor the use of infrastructure facilities in conformance following the standards for infrastructure facilities
6. The team reports on the results of the evaluation of the procurement and utilization of facilities and infrastructure UNP UNP

F. References

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework
4. Regulation of the Minister of Research and Technology and Educators Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education
5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
6. Statute of UNP
7. Strategic Plan UNP 2016
8. Quality Policy for SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL CONTROL FACILITIES AND STANDARDS INFRASTRUCTURE			
	Document MM – 12.029-00	Revision Number 01	Page 74of75	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP		
MANUAL QUALITY	 Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003			

A. Purpose

The purpose of drafting the manual control Infrastructure Standards is for guidance in controlling the implementation of the standard of facilities and infrastructure so that the implementation of the Infrastructure Standards that have been set can be achieved with good

B. Scope

1. Broad Scope the manual control Facilities and standards Infrastructure include analysis of the causes and corrective actions against Facilities and Infrastructure Standards that have been set but have not been achieved. The
2. Use of this standard control manual for Facilities and Infrastructure is carried out when the Facilities and Infrastructure Standards implementation requires control so that the Facilities and Infrastructure Standards that have been set can be achieved.

C. The definition of

1. Control is to analyze the results of evaluating an activity to determine whether a process or activity is running as it should in the Standards for Facilities and Infrastructure.
2. The examination is checking or auditing thoroughly. tail, all aspects of the implementation of the Facilities and Infrastructure Standards meet the standards that implementation is carried out periodically to match whether all aspects of the procurement, purchase, and use of facilities and infrastructure have been carried out following the contents of the Facilities and Infrastructure Standards
3. Evaluation is a process of gathering information, data up to giving meaning to information or data that is useful for formulating an alternative decision

D. Responsible Party(s)


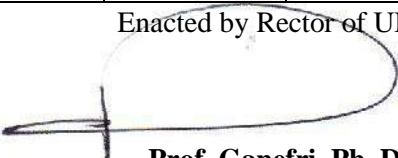
1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University leadership, Faculties, Departments/Prodi, and lecturers as implementers and assessors of lecture activities.

E. Procedure

1. To analyze the results of monitoring, monitoring, inspection, and supervision carried out on the procurement and utilization of facilities and infrastructure following the established facilities and infrastructure standards.
2. Develop guidelines (SOP) in controlling the implementation of evaluation of facilities and infrastructure standards.
3. Make corrections to any violations and deviations from the procurement of facilities and infrastructure.
4. Record the results of repairs or changes from corrective actions taken.
5. Doing continuous supervision utilization of facilities and infrastructure that have been established to achieve the objectives
6. Make a written report periodically on all matters relating to the control of the standard of facilities and infrastructure
7. report the results of a control standard of facilities and infrastructure to the Executive Board and related units, equipped with the advice and recommendation

F. References

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 2015 concerning National Standards for Higher Education
5. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 the Year 2017 concerning Teacher Education StandardsStandards
6. Statute of the UNP
7. Strategic Plan UNP 2016
8. Quality Policy for SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPROVING THE STANDARDS OF FACILITIES AND INFRASTRUCTURE			
	Document MM – 12.030-00	Revision Number 01	Page 76 of 78	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Interest

Interest manual drafting standard facilities and improved infrastructure is to formulate measures to be taken for the improvement of facilities and infrastructure standards become higher standard

B. Scope

1. Manual Infrastructure Standards enhancement may be applied when implementing Facilities and Infrastructure Standards in one cycle has ended.
2. Improvements to facilities and infrastructure standards are carried out at the end of an assessment
3. Cycle. Facilities and infrastructure standard cycles are determined every academic year.
4. Improvements to facilities and infrastructure standards include: Quantity, type, and quality of facilities and infrastructure needed for purposes learning, research, and community service

C. Definition of

1. Standard Improvement is an effort to carry out a final evaluation and improve it, improving the quality of the contents of the Facilities and Infrastructure Standards after the cycle ends.
2. Final Evaluation of Assessment Standards is an act of assessing, evaluating whether the implementation of the Assessment Standards based on the results of the implementation Standards, evaluation, control of the Assessment Standards has reached or met the established Assessment standards.
3. One cycle of Assessment Standards is the validity period of the Assessment Standards following the aspects regulated by the

D. Responsible Person

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,


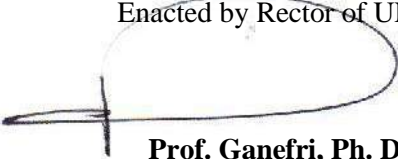
2. University Leaders, Faculties, Departments / Study Programs, and institutions related to facilities and infrastructure.

E. The Procedure

1. Quality Center Forms a final evaluation team in charge of studying the report on the Control of Facilities and Infrastructure Standards results.
2. The final evaluation team holds a meeting to discuss the results of the control report on the Standards of Facilities and Infrastructure Assessment and parties related to the standard of facilities and infrastructure.
3. The final evaluation team evaluates the contents of the standard for facilities and infrastructure.
4. The team prepares guidelines and SOPs for improving Facilities and Infrastructure Standards.
5. The final evaluation team revises the facilities and infrastructure standards' contents to create new facilities and infrastructure standards.

F. Reference to

1. Law Number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Education Standardshigh
5. Regulation of the Minister of Research and Technology and education of the Republic of Indonesia higher Education Number 55 the Year 2017 About the Teacher Education Standards
6. Quality Policy SPMI Padang State University

UNIVERSITAS NEGERI PADANG	MANUAL DETERMINATION OF MANAGEMENT STANDARD LEARNING			
	Document MM – 12.031-00	Revision Number 01	Page 79of81	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

Manual for setting standards for education management aims to provide guidelines for setting standards for education management.

B. Scope

1. planning manual for setting learning management standards
2. Reviewing manual for setting learning management standards
3. Formulation of the manual for setting learning management standards
4. Setting manuals for setting learning management standards
5. Disseminating manual for setting learning management standards

C. Definition The

1. Manual for setting management standards guides planning, reviewing, formulating, and setting management standards learning.
2. Education management standards refer to graduate competency standards, learning content standards, learning process standards, lecturers and education staff standards, and learning infrastructure standards.

D. Responsible Party(s)

1. LP3M and Quality Assurance Center (PPM) Universitas Negeri Padang as coordinators,
2. University leaders, Faculty leaders, Heads of Departments/Prodi, and lecturers.

E. Procedures

1. Making UNP's Vision and Mission the starting point and final goal in designing learning management standards.
2. Collect and study all relevant laws and regulations with the determination of learning management.
3. Conduct needs analysis for students, *stakeholders* regarding alumni to establish learning management standards.
4. Conduct studies based on the results of needs analysis to determine to learn

5. Management standards. Formulate learning management standards based on studies that have been conducted. Done.
6. Conduct a public test or socialize the draft standard SPMI by inviting internal/external stakeholders to get suggestions.
7. Re-formulate by taking into account the results of the public test and compiling learning management standards in written documents.
8. Socializing the contents of learning management standards to all academics periodically and consistently.

F. Assessment of learning management standards

1. The team analyzed laws and regulations regarding the setting of learning management standards by involving experts.
2. The team conducted a scientific analysis on the setting of learning management standards by involving experts.
3. The team conducted a market analysis of management standards by involving graduate users and prospective graduate users.

G. Formulation of learning management standards

1. The team formulated a manual for setting learning management standards.
2. The team conveyed the formulation of the manual for setting learning management standards to PT/Faculty.

H. Setting learning management standards


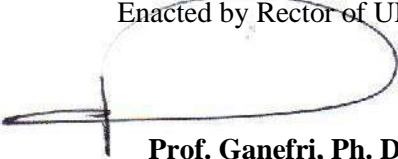
1. Hold a senate meeting to review the learning management standards made by the team.
2. Approving and setting learning management standards.

I. Socialization of learning management standards Socializing learning management

1. Standards to the UNP academic community.
2. Measure the understanding of the UNP academic community towards learning management standards.

J. **Reference to**

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti Number 62 of 2016 concerning Internal Quality Assurance System for Higher Education
6. Statute of 2016 UNP
7. Strategic Plan 2016
8. Quality Policy of SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPLEMENTATION OF MANAGEMENT STANDARDS LEARNING			
	Document MM – 12.032-00	Revision Number 01	Page 82of83	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

Manual on the implementation of management standards aims to provide guidelines for implementing learning management following established standards.

B. Scope The

1. Implementation of graduate competency management according to standards.
2. Implementation of standards-compliant learning content management
3. in managing the learning process according to the standard
4. implementation of the management faculty and academic staff according to the standard
5. implementation of learning management infrastructure according to the standard

C. definition

1. Manual execution management standards are guidelines for implementing learning management standards following established standards.
2. Standards for implementing learning management refer to the management of graduate competency standards, learning content standards, learning process standards, standardsfor lecturers and education staff, and standards for learning infrastructure.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments/Prodi, and lecturers.


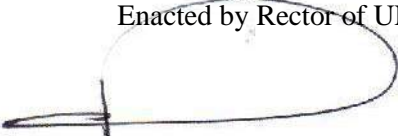
E. Procedures

1. Perform technical and/or preparations in administrative accordance with the contentstandard of the character results
2. Disseminate the contents of the character results standards to all academics periodically and consistently

3. Prepare and write written documents in the form of Work procedures or SOPs, work instructions, or the like following the contents of the character results Standards
4. Carry out Activities Implementation of education by using the standard of character outcomes as a measure of achievement.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti number 44 of 2015 concerning National Standards for Higher Education
4. Permenristekdikti number 62 of 2016 concerning Internal Quality Assurance System for Higher Education
5. Statute of 2016 UNP 2016
6. Strategic Plan of UNP 2016
7. SPMI Quality Policy Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL EVALUATION OF MANAGEMENT STANDARDS LEARNING			
	Document MM – 12.033-00	Revision Number 01	Page 84of85	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

Management standards evaluation manual aims to monitor, measure, and assess the success of implementing learning management standards.

B. Scope

1. Evaluation manual for learning management standard results. Learning management standard
2. Process evaluation manual.

C. Definition

1. The management standard evaluation manual is a guide for monitoring, measuring, and assessing the success rate of implementing learning management standards.
2. Evaluation of learning management refers to graduate competency standards, learning content standards, learning process standards, lecturers and education staff standards, and learning infrastructure standards.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments / Study Programs, and lecturers.


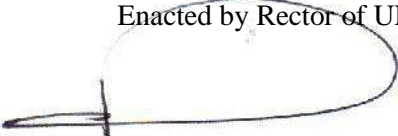
E. Procedure

1. Evaluate the results of learning management
 - a. The team adjusts the assessment of learning outcomes with content standards and graduate competency standards.
 - b. Evaluating the performance of lecturers.
 - c. Evaluating administrative services.
 - d. Evaluating student satisfaction with learning infrastructure.

2. Evaluation of the learning management process
 - a. Monitor the implementation of the learning process.
 - b. Monitoring the implementation of learning content.
 - c. Monitoring the performance of lecturers.
 - d. Monitoring organizational performance.
 - e. Monitoring the availability, completeness, and standards of comfort and safety in learning infrastructure.
3. Analyze the results of the evaluation of learning management
4. Conduct a management review meeting on the report on the evaluation results of learning management

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti Number 62 of 2016 concerning Internal Quality Assurance System for Higher Education
6. Statute of 2016 UNP
7. Strategic Plan 2016
8. Quality Policy of SPMI Padang State University

UNIVERSITAS NEGERI PADANG	MANUAL STANDARD CONTROL MANAGEMENT OF LEARNING			
	Document MM – 12.034-00	Revision Number 01	Page 86of87	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

The management standard control manual aims to guide in controlling the evaluation results of learning management.

B. Scope

1. The control manual for the evaluation of the standard results of learning management.
2. The control manual for the evaluation of the standard process of learning management.

C. Definition

1. The standard management control manual is a guide for controlling the results of the evaluation of learning management.
2. Control of learning evaluation refers to graduate competency standards, learning content standards, learning process standards, lecturers and education staff standards, and learning infrastructure standards.

D. Responsible Party(s)


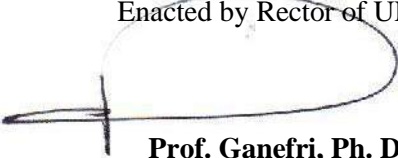
1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments/Prodi, and lecturers.

E. Procedures

1. Control On the results/findings on the evaluation of learning management outcomes.
2. Control of the results/findings in the evaluation of the learning management process.
3. The results of the evaluation and follow-up plans based on the results of the management review meeting are published through the website to stakeholders (lecturers, students, graduates, graduate users, partners)

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statutes of the UNP 2016
7. Strategic Plan UNP 2016
8. Quality Policy of SPMI State University Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPROVEMENT MANAGEMENT STANDARDS FOR LEARNING			
	Document MM – 12.035-00	Revision Number 01	Page 88of89	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

A manual for improving management standards aims to improve the quality of learning management standards.

B. Scope

1. Manual for improving learning management standard outcomes.
2. Manual for improving learning management standards processes.

C. Definitions

1. Manual for improving management standards is a guide for improving the quality of learning management standards.
2. Improving the quality of learning management refers to graduate competency standards, learning content standards, learning process standards, lecturers and education staff standards, and learning infrastructure standards.

D. Responsible Party(s)


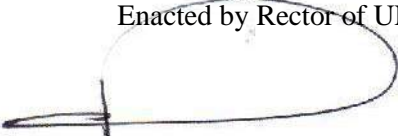
1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments/Prodi, and lecturers.

E. Procedures

1. Improving learning management standards by considering the findings of the evaluation of results and control of learning management.
2. Improvement of learning management standards by considering the findings of process evaluation and control of learning management.
3. The improvement plan is published through the website to stakeholders (lecturers, students, graduates, graduate users, partners)

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti number 44 of 2015 concerning National Education Standards high
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia number 55 the Year 2017 About the Standard of Teacher Education
5. Permenristekdikti number 62 the Year 2016 concerning Internal Quality Assurance System of Higher Education
6. Statute of the UNP in 2016
7. Strategic Plan of the UNP 2016
8. Quality Policy SPMI Padang State University

UNIVERSITAS NEGERI PADANG	MANUAL ESTABLISHING FINANCING STANDARDS FOR EDUCATION			
	Document MM – 12.036-00	Revision Number 01	Page 90of92	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

Manual for setting financing standards aims to guide planning, reviewing, formulating, and establishing accountable and transparent learning financing standards.

B. Scope

1. planning manual for setting learning financing standards
2. Review manual for setting learning financing standards
3. Formulation of the manual for setting learning financing standards
4. Setting manual for setting learning financing standards
5. Socialization for setting learning financing standards

C. Definition The

1. A manual for setting financing standards guides planning, reviewing, formulating, and setting financing standards accountable and transparent learning.
2. The standard for determining learning financing is determining minimum criteria regarding the components and amount of investment costs and operational costs in the context of fulfilling graduate learning outcomes.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinators,
2. University Leaders, Faculty Leaders, Heads of Departments/Prodi, and lecturers.


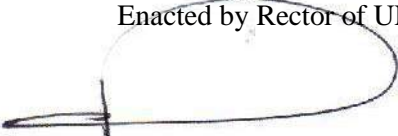
E. Procedures for

1. making plans for setting standards for learning to finance.
 - a. Forming and assigning a team for setting standards for learning to finance.
 - b. The team made a plan about the time, the responsible party, and the infrastructure required in the standard-setting process of learning financing

2. Conducting assessment standards of learning finance
 - a. The team organized in the assessment legal-invitation about financing standards of learning.
 - b. The team conducted a scientific study on the standard of learning financing.
 - c. The team conducted a market analysis of financing standards by involving graduate users and prospective graduate users.
3. Formulate learning financing standards
 - a. The team formulates learning financing standards.
 - b. The team formulated a budgeting mechanism, a usage mechanism, and a reporting mechanism for the use of learning costs.
 - c. The team conveyed the formulation of financing standards and the mechanism for budgeting, the use and reporting the use of learning financing standards to related parties.
4. Setting learning financing standards
 - a. Hold a senate meeting to review learning financing standards and mechanisms budgeting and the use of costs made by the team.
 - b. Approve and establish standards for learning financing, budgeting mechanisms, use, and reporting of formulated learning costs.
5. Disseminating learning
 - a. Financing standards Socializing learning financing standards to the UNP academic community with the principles of accountability and transparency.
 - b. Disseminate the mechanism for budgeting, using, and reporting learning financing to the UNP academic community with accountable and transparent principles.
 - c. Measure the understanding of the UNP academic community towards manual points 1 and 2.

F. References to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. Statute of 2016
7. UNP Strategic Plan 2016 UNP
8. Quality Policy SPMI University State of Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPLEMENTATION OF FINANCING STANDARD EDUCATION			
	Document MM – 12.037-00	Revision Number 01	Page 93 of 94	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP		
MANUAL QUALITY	 Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003			

A. Purpose

A manual on the implementation of financing standards aims to implement learning financing standards following established standards.

B. Scope

1. Proposing a learning financing budget
2. use of a learning financing budget
3. Reporting on the use of a learning financing budget

C. Definition

1. The implementation manual for financing standards is a guideline for implementing learning financing standards following the principles of accountability and transparency.
2. The standard for implementing learning financing is implementing minimum criteria regarding the components and amount of investment costs and operational costs to fulfill the learning outcomes of graduates.

D. Responsible Party(s)


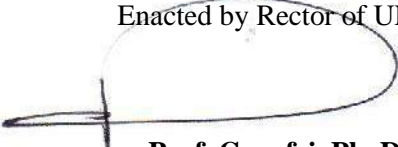
1. LP3M and the Universitas Negeri Padang Quality Assurance Center as coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments / Study Programs, and lecturers.

E. Procedure

1. Designing a proposed budget for learning financing following the laws and regulations and educational standards.
2. Using the financing budget according to the proposed plan.
3. Make a report on the use of the learning financing budget according to the standards set.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti Number 62 of 2016 concerning Internal Quality Assurance System for Higher Education
6. Statute of 2016 UNP
7. Strategic Plan 2016
8. Quality Policy of SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL EVALUATION OF EDUCATION FINANCING STANDARDS			
	Document MM – 12.038-00	Revision Number 01	Page 95of97	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

The evaluation manual for financing standards aims to monitor budget planning, budget use, and accountable and transparent reporting of learning financing.

B. Scope

1. Evaluation of the proposed learning financing budget
2. Evaluation of the use of the learning financing budget
3. Evaluation of reporting the use of learning financing budgets

C. Definition

1. The standard evaluation manual for financing is a guide for monitoring budget planning, budget use, and accountable and transparent reporting of learning financing.
2. The evaluation standard for learning financing is evaluating the planning, use, and reporting of learning financing.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinators,
2. University Leaders, Faculty Leaders, Heads of Departments/Prodi, and lecturers.


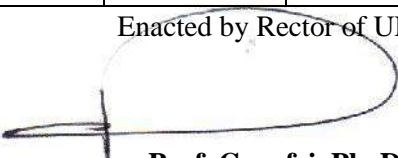
E. Procedure

1. Evaluate the proposed learning financing budget.
 - a. Checking the suitability of the proposed learning costs with the laws and regulations.
 - b. Checking the components and budget for the proposed learning costs.
 - c. Checking the suitability of the proposed cost with the needs.
 - d. Checking the approval process and the proposed budget for learning to finance.

2. Evaluating the use of the learning financing budget.
 - a. Searching the suitability of the use of the learning financing budget with the laws and regulations.
 - b. Tracing the suitability of the use of the budget with the proposed budget for learning financing.
 - c. Perform a physical check on the use of the budget.
3. Evaluating the report on the use of the learning financing budget.
 - a. Evaluating the suitability of reporting the use of the budget with the laws and regulations.
 - b. Evaluating the suitability of the report on the use of the budget with the proposed financing budget.

F. Reference

1. Law No. 20 of 2003 on National Education System
2. Law No. 12 the Year 2012 on Higher Education
3. Permenristekdikti number 44 the Year 2015 On National Education Standards High-Regulation
4. of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning Internal Quality Assurance System for Higher Education
6. Statute of 2016 UNP2016
7. Strategic PlanUNP
8. State University SPMI Quality Policy Quality

UNIVERSITAS NEGERI PADANG	MANUAL STANDARD CONTROL FINANCING STANDARDSEDCATION			
	Document MM – 12.039-00	Revision Number 01	Page 98of100	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

Manual of financing standard control aims to control the evaluation results of learning financing.

B. Scope

1. Control of the proposed learning financing budget
2. Control of the use of the learning financing budget
3. Control of the reporting of the use of the learning financing budget

C. Definition The

1. A manual for controlling the financing standard is a guide to controlling the evaluation results of learning financing.
2. Learning financing control standards refer to the evaluation of the planning, use, and reporting of learning financing.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) as coordinator,
2. University Leaders, Faculty Leaders, Heads of Departments/Prodi, and lecturers.


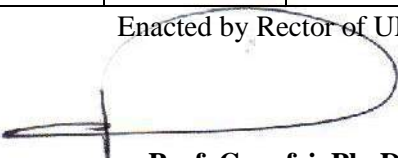
E. Procedures

1. Controlling the findings of the evaluation of the proposed learning budget is following the established standards.
 - a. Submitting the findings of evaluating the suitability of the proposed learning costs with the laws and regulations.
 - b. Submitting the findings of the evaluation of the suitability of the components with the proposed learning costs.
 - c. Submitting the findings of the evaluation of the suitability of the proposed cost with needs.
 - d. Submitting the findings of the evaluation of the approval process and the proposed budget for learning to finance.

2. Controlling the findings of evaluating the use of the learning financing budget follows the established standards.
 - a. Submitting the findings of evaluating the suitability of the use of the learning financing budget with the laws and regulations.
 - b. Submitting the findings of evaluating the suitability of the use of the budget with the proposed budget for learning financing.
 - c. Submit the findings of the physical evaluation of the use of the budget.
3. Controlling the findings of the report's evaluation on the use of the learning financing budget follows the established standards.
 - a. Submitting the findings of evaluating the suitability of reporting the use of the budget with the laws and regulations.
 - b. Submitting the findings of the evaluation of the suitability of the report on the use of the budget with the proposed financing budget.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti number 44 of 2015 concerning National Higher Education
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 the Year 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning Internal Quality Assurance System for Higher Education
6. Quality Policy SPMI Universitas Negeri Padang

UNIVERSITAS NEGERI PADANG	MANUAL IMPROVEMENT FINANCING STANDARDSEUCATION			
	Document MM – 12.040-00	Revision Number 01	Page 101of102	PPM-UNP
	Published Date 21 Dec. 2107	Enacted by Rector of UNP  Prof. Ganefri, Ph. D NIP: 19631217 198903 1 003		
MANUAL QUALITY				

A. Purpose

Manual for improving financing standards aims to improve the quality of accountable and transparent learning financing standards.

B. Scope

1. financing budget proposal Improved quality of learning
2. Improved quality of learning the use of budget financing
3. Improving the quality of reporting on learning financing budget
4. financing budget increase learning

C. Definition

1. Standards increase financingManual is a guide to improve the quality standards of learning financing accountable and transparent.
2. The standard for increasing learning financing refers to the evaluation and control of the planning, use, and reporting of learning financing.

D. Responsible Party(s)

1. LP3M and the Universitas Negeri Padang Quality Assurance Center (PPM) ascoordinators,
2. University Leaders, Faculty Leaders, Heads of Departments/Prodi, and lecturers.

E. Procedure

1. Study the results of the standards learning Financing From the evaluation data and control of character outcomes.
2. Hold a meeting or discussion forum to discuss the report's results by inviting related structural officials and lecturers.
3. Evaluate the content of the standard learning outcomes.
4. Revise the contentstandard of the character outcomes so that it becomes a standard new learning financing that is higher than the standard previous learning financing
5. Applies to settingstandardexpenditure The higherfinancing learning new standards.

F. Reference to

1. Law number 20 of 2003 concerning the National Education System
2. Law Number 12 of 2012 concerning Higher Education
3. Permenristekdikti number 44 of 2015 concerning National Standards for Higher Education
4. Regulation of the Minister of Research and Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards
5. Permenristekdikti number 62 of 2016 concerning the Internal Quality Assurance System for Higher Education
6. UNP Statute 2016
7. Strategic Plan UNP 2016
8. Quality Policy SPMI Padang State University