STANDAR OPERASIONAL PROSEDUR (SOP)
2021

MBKM BUILDING THEMATIC VILLAGES/COMMUNITY SERVICE PROGRAM (KKN)

AGRIBUSINESS STUDY PROGRAM
FACULTY OF AGRICULTURE
UNIVERSITAS MUHAMMADIYAH YOGYAKARTA

UMY
UNIVERSITAS
MUHAMMADIYAH
YOGYAKARTA

AGRIBISNIS

Unggul & Islami

Standard Operating Procedures (SOP)

MUHAMMADIYAH UNIVERSITY OF YOGYAKARTA

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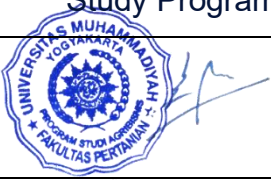Email: agribisnis@umy.ac.id ; Website: agribisnis.umy.ac.id

Standard Operating Procedures (SOP)

VALIDATION		
Verified by:	Checked by:	Prepared by:
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A. OBJECTIVE

This quality procedure is established as a guide in implementing the independent campus learning activities (MBKM) program in the Agribusiness Study Program, Faculty of Agriculture, Yogyakarta Muhammadiyah University.

B. SCOPE

All related work units within the Agribusiness Study Program, Faculty of Agriculture, Muhammadiyah University, Yogyakarta.

C. GUIDELINES

1. Muhammadiyah Central Leadership Guidelines Number 02/PED/I.0/B/2012 concerning Muhammadiyah Higher Education.

2. Decree of the Muhammadiyah Central Leadership Higher Education Council Number 060/KEP/I.3/2013 concerning the 2013 Statutes of the Muhammadiyah University of Yogyakarta.

3. Law Number 20 of 2003 concerning the National Education System

4. Law Number 12 of 2012 concerning Higher Education

5. Law Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions

6. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework (KKNI)

7. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020, concerning National Higher Education Standards

8. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020, concerning Accreditation of Study Programs and Higher Education Institutions

9. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 7 of 2020, concerning the Establishment, changes, dissolution of State Universities, and Establishment of Changes, Revocation of Private Higher Education Permits

10. Regulation of the Chancellor of Muhammadiyah University of Yogyakarta Number: 005/P/PR-UMY/IV/2020 concerning Policy Guidelines for the Independent Campus of Muhammadiyah University of Yogyakarta.

D. TERMS AND DEFINITIONS

1. Merdeka Belajar Kampus Merdeka (MBKM) Building Villages/Thematic KKN is innovative student learning through various direct activities in the community, and students strive to become part of the community and are actively and creatively involved in the dynamics that occur in the community as drivers of village development for one semester or the equivalent of 20 study credits.

2. MBKM Building Village staff is a committee consisting of academic staff who are responsible for carrying out professional internships appointed and given a letter of assignment by the study program.

3. Field Supervisors (DPL) are lecturers who guide students participating in MBKM Village Development from submitting proposals to final reports. DPL is determined by the Study Program.

4. Supervisors are mentors who guide MBKM Village Building students during activities in the village where they are interning. Supervisors are determined by the village agency.

5. Students are students who are officially registered and active in SIMAK (academic information system) at Yogyakarta Muhammadiyah University who take the MBKM Village Building course.

6. The MBKM Agency Partner for Building Villages is the Village/district/district/provincial government as a place for students to do internships that facilitate implementation, provide relevant data and information, and other resources to support the implementation of Building Villages/Thematic KKN.

E. RELATED PARTIES

1. MBKM staff/committee Building Thematic Villages/KKN

2. Field Supervisor

3. Examiner

4. MBKM activity partner Building Villages/Thematic KKN

5. TU Faculty of Agriculture staff

6. Agribusiness Study Program

7. Supervisor

8. Student

F. RELATED DOCUMENT

1. Proposal Program

2. Guidance and Consultation Book

3. Activity Book

4. Evaluation Form

5. Program activity reports

G. PROCEDURE

No	ACTIVITY	INFORMATION
1	Formation of committee	The Agribusiness study program, in this case the Head of the Study Program, formed the MBKM Village Development organizing committee at the Study Program level.
2	Audience with partners	The committee that has been formed has an audience with government partners to determine the theme and/or main program
3	Location determination	The committee determines the location for the MBKM Building Thematic Villages/KKN
4	Input location data	The committee included the location of the MBKM Building Villages in the UMY MBKM SIM
5	Determination of DPL	The Head of Study Program determines the DPL MBKM to Build Villages
6	Socialization of Activities	Organized by the MBKM Committee for Building Villages/Thematic KKN regarding administrative requirements and timeline for program activities
7	Registration	a. Students choose an available location
		b. Students fill out the form, attach the KHS and KTM
		c. Students register for SIM MBKMUMY
8	Verification	The committee verifies registration
9	Determination of participants	The committee announces students selected to take part in this program on the Website
10	Announcement of supervisors and examiners	Online announcement via study program website
11	Supply	The committee provides training to students
12	Observation	Students make observations to map the potential and problems in the selected villages
13	Proposal Preparation	Proposals are prepared by students under the guidance of DPL
14	Proposal Refinement Consultation	a. Consultation on proposals and revisions until approved by the Field Supervisor
		b. Students fill out the Guidance and Proposal Consultation Book

15	Submission of Funds	The committee provides funds to students for operational costs during the implementation of activities
16	Jumping	Students are sent to the place where MBKM Village Building/Thematic KKN is carried out
17	Implementation of Activities	a. Students carry out the planned activity agenda
		b. Students fill in the activity logbook
18	Monev	a. Students Prepare activity progress reports b. The supervising lecturer carries out monitoring and evaluation of business activities based on laps. Progress and logbook
19	Withdrawal	Students were withdrawn from the MBKM Village Building location. Withdrawals are accompanied by proof of minutes of completion of activities and grades from the supervisor.
20	Activity Report	a. Students prepare activity reports and consult with Field Supervisors
		b. Students fill out the Guidance and Consultation Book
		c. Students prepare output documents (video of activity implementation)
21	Assessment of Program Results	a. Students confirm the exam schedule with the Field Supervisor and Examining Lecturer
		b. Two days before the exam, students submit a draft activity report to the DPL and Examining Lecturer, as well as prepare the Internship Exam Minutes and Proof that they have Keyed in KRS Internship
		c. Students Present the results of activities in front of the Examining Lecturer
22	Post Exam	a. Students make improvements and revisions to activity reports according to the direction of the supervisor and examiner
		b. If the report has been approved, students upload the business report softfile to the study program website and collect the hardcopy activity report and guidance book
		c. Supervisors and Examining Lecturers submit grades to the MBKM Village Development Committee
23	Recap of Activity Result Values	The committee summarizes the program activity report and submits the final score to the TU Faculty Admin

NO	Activity	Flow Chart								Die Baku		
		Head of Study Program	Committee	Student	Mitra	Field Supervisor	Supervisor	Examiner	TU Faculty Staff	Requirement / Equipment	Time	Output
1	Formation of committee									List of teaching staff	3 days	**Sk Committee**
2	Audience with partners									Cooperation document	1 week	Program cooperation document
3	Location determination									Completeness of conditions	1 day	Implementation location
4	Input location data									List of locations for activities	1 day	Data on UMY MBKM SIM
5	Determination of DPL									List of DPL announcements	3 days	DPL

NO	Activity	Flow Chart								Die Baku		
		Head of Study Program	Committee	Student	Mitra	Field Supervisor	Supervisor	Examiner	TU Faculty Staff	Requirement / Equipment	Time	Output
6	Socialization of Activities		▢	▢						Socialization materials and timelines	2 days	Publication
7	Registration			▢						Value transcript, KTM	1 week	Registrant data
8	Verification		▢							Registrant data	3 days	Student participants
9	Determination of participants		▢							Verification results	1 day	Student participants
10	Announcement of supervisors and examiners		▢							List of DPL and Examining Lecturers	1 day	DPL and testers
11	Supply			▢						Providing materials	2 days	Student readiness assessment
12	Observation				▢	▢				Observation material	1 week	Observation report

NO	Activity	Flow Chart								Die Baku		
		Head of Study Program	Committee	Student	Mitra	Field Supervisor	Supervisor	Examiner	TU Faculty Staff	Requirement / Equipment	Time	Output
13	Proposal Preparation			■						Observation report	1 week	Activity proposals
14	Proposal Refinement Consultation					■				Activity proposal	3 days	Proposal program
15	Submission of Funds		■	■						Proposal program	1 day	Days
16	Jumping			■	■					File completeness	1 day	Jumping
17	Implementation of Activities						■			File completeness	20 sks	Implementation of activities
18	Monev			■		■				Draft progress report	1 day	Progress report
19	Withdrawal		■				■				1 day	News
20	Activity Report			■		■				Progress report	1 week	Activity reports, Videos

NO	Activity	Flow Chart								Die Baku		
		Head of Study Program	Committee	Student	Mitra	Field Supervisor	Supervisor	Examiner	TU Faculty Staff	Requirement / Equipment	Time	Output
21	Assessment of Program Results			▢		▢		▢		Activity reports, videos	1 day	Mark
22	Post Exam		▢							Mark	1 day	Grade recap
23	Recap of Activity Result Values								▢			