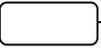
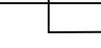
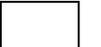
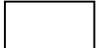


	UNIVERSITY OF ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.02.11
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF ADMINISTRATION OF LETTERS FROM STUDENT ORGANIZATIONS		Dr. H. Saifullah, M.Hum	

Legal basis:
<ul style="list-style-type: none"> • Law No. 20/2003 on the National Education System • Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education • Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty • Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang
Linkage:
<ul style="list-style-type: none"> • Dean • Vice Dean for Academic Affairs • Head of Faculty Administration • Head of Academic, Student Affairs, and Alumni Division, Faculty of Sharia • Head of General Administration, Planning and Finance, Faculty of Sharia • Staff of the Academic, Student Affairs, and Alumni subdivision of the Faculty of Sharia • Staff of the General Administration, Planning and Finance Subdivision of the Faculty of Sharia • Student Organization Management
Linkage to other SOPs
Notice:
<ul style="list-style-type: none"> • To ensure optimal service, proposal submission must follow the existing workflow.

Executor Qualifications:
<ul style="list-style-type: none"> • Staff of the Academic Subdivision of Student Affairs and Alumni of the Faculty of Sharia • Staff of the General Administration, Planning and Finance Subdivision of the Faculty of Sharia • Having expertise in IT
Tools/equipment:
<ul style="list-style-type: none"> • Computer Set • Stationary
Recording and Registration

No.	Activities	Executor							Standard Quality			Note
		Student Organization	Study Program Executor Staff	Academic/General Subdivision Staff Faculty	Head of Academic Subdivision / Head of Administration	Head/Secretary of the study program	Dean	Vice Dean of Student Affairs and Cooperation	Requirements	Time	Output	
1	Receiving Requests for Letters/Proposals from Student Organizations			 ↓					Student organization proposal Incoming mail register book	5 minutes	Registered proposal	
2	Reviewing Letters/Proposals from Student Organizations			 ↓					Registered proposals	10 minutes	Proposal is ready to be distributed to the Head of Academic Subdivision	
3	Creating Dispositions for Letters/Proposals from Student Organizations			 ↓					Registered proposals Disposition sheet	10 Minutes	Disposition of completed proposal	
4	Submitting Proposals to the Chairman's Desk								Disposed proposal	15 minutes	Proposal delivered to the Chairman's Desk	
5	Disposing of Proposals to the Chairman Desk underneath							 ↓ ←	Proposal disposition	5 minutes	The proposal reaches the desk of the chairman underneath	
6	Submitting Proposals to the Technical executor			↓ 	 ←				Proposals with direction	15 minutes	Proposal to technical executor	
7	Giving Instructions to execute tasks								Proposals with chairman's direction		Implementation of work	Conditional

No.	Activities	Executor							Standard Quality			Note
		Student Organization	Study Program Executor Staff	Academic/ General Subdivision Staff Faculty	Head of Academic Subdivision / Head of Administration	Head/Secretary of the study program	Dean	Vice Dean of Student Affairs and Cooperation	Requirements	Time	Output	
8	Archiving Documents			<input type="text"/>					Proposal files	5 minutes	Proposal/document file archived	