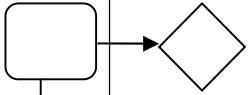


	UNIVERSITY OF ISLAM NEGERI MAUALANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.02.10
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF BORROWING LCDS AND STATIONARY		Dr. H. Saifullah, M.Hum	

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 • Ministerial Regulation Number 35 of 2012 • 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 to SOPs:
<ul style="list-style-type: none"> • SOP of Lecture
Notice:

Executor Qualifications:
<ul style="list-style-type: none"> • Student (Class Leader) • Study Program Staff • General Division
Tools/equipment:
<ul style="list-style-type: none"> • Class Schedule for Lecture
Recording and Registration

No.	Activities	Executor					Standard Quality	Note
		Study Program Staff	General Division	Student	Requirements	Time	Output	
1	Study program staff proposes and requests stationery and LCD equipment in the general department/division.				Request letter for procurement of stationery and LCDs	3 minutes		
2	General Division receives the requests and allocates the required stationery and LCD equipment for each study program.				Stationery & LCD	3 Minutes	Stationery & LCD	
3	Students request to borrow LCDs and stationery by submitting their student ID (KTM) as collateral. Upon completion, students return the LCDs and stationery to the study program staff and retrieve their student ID (KTM).				Students' ID card	3 Minutes		