



ITS
Institut
Teknologi
Sepuluh Nopember



Non-Academic Staff Handbook

2021

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Department of Electrical Engineering
Faculty of Intelligent Electrical and Informatics Technology
Institut Teknologi Sepuluh Nopember Surabaya

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Routine Academic Agenda for Each Semester

Week	Activity/ Explanation
	SAR RMK and Dept SAR Faculty and ITS Deadline Evaluation Making List of Tutor Lecturer Offered Class Going to Integra Entry Room SIM
	Online MKB FRS (UPMB) Online FRS and Tutorage Pra Yudisium Dept Faculty Yudisium Meeting Update
1	Filling SAR RMK and Lecturer
2	
3	
4	
5	
6	
7	Registration of Mid Semester Thesis / Final Project Evaluation
8	Mid Semester Evaluation of Thesis / Final Project
9	
10	Deadline of Course Cancellation
11	
12	
13	
14	
15	
16	Registration of Evaluation of Final Project/Thesis/ and Proposal
	Evaluation of Final Project Proposal and Thesis Proposal
	Evaluation of Final Project/Thesis Lecturer SAR Deadline of Score Submission End of Schedule Compilation

A. Routine Activities

1. Fingerprint Attendance for Arrival and Leave

Fingerprint Attendance held from 07.30 until 16.00. For arrival attendance, there's a 15 minutes tolerance for lateness (07.45). Attendance recapitulation can be monitored by SIM Kepegawaian

2. Work by Main Tasks and Function

Description of Main Tasks and Function can be seen in attachment 1

3. Yearly Medical Check-up

There is a medical check-up facility (blood, heart, etc) that was provided by ITS, held once a year.

4. Yearly Ceremony

Some of the yearly ceremony activities consists of:

1. 17th of August
2. 10th of November (Dies Natalis)
3. 2nd of May (National Education Day)

5. Performance Evaluation

There are three performance evaluation:

Each Semester: January – June period and July – December period.

Yearly: Accumulation of yearly performance that's used as a basic for Performance Evaluation Incentive

DP3 Evaluation: Used for promotion

6. SBMPTN Committee

Each year, *Seleksi Bersama Masuk Perguruan Tinggi Negeri (SBMPTN)* is conducted. One of the places used to hold this test is in campus. Education staff are always involved in the process of this test implementation.

7. Physical Exercise

Some of the activities that is routinely implemented are:

Physical Freshness Gymnastics. Held every Friday at 07.00 – 09.00 AM.

Sport Tournament that is executed by Electrical Engineering Student Association.

Sport Tournament that is executed by dies natalis committee

8. Community Service

Community service for the cleanliness of the environment is scheduled routinely every 6 months. But, if there's a special need, this community service activity can be executed on a time that was agreed upon.

9. Examination Committee

Final examination is scheduled by department. A committee was made for preparation of the script, map and supervisor.

Final project exam and thesis: Final project examination and thesis is held on a scheduled basis at the end of semester. A committee is needed to prepare the formula, drafting and document checking.

10. Accreditation Committee

BAN PT accreditation is held every 4 years for each of study program, undergraduate, bachelor and master. Aside of BAN PT, there is an international accreditation, consisting of AUN-QA, ASIIN and ABET. To prepare the data and document drafting, a help is needed from education staffs.

11. Curriculum Evaluation Committee

Curriculum evaluation is held once every 5 years. But the execution of this evaluation needs 1 year with quite tight activity intensity. In this process, the role of education staff is highly needed to help supporting data and meeting agenda.

B. Non-Routine Activities

1. Seminar and Training

Several seminars and training were held to improve the professionalism of the service skills. These seminars and training are held by the central (ITS), faculties, or departments. Information and assignments will be adjusted to the training theme and participant's respective duties and functions.

2. Overtime Work

There are two types of overtime work available in the Electrical Engineering Department:

1. Routine Overtime : on every working day at 16.00-18.00
2. Non- Routine Overtime : implemented as needed.

3. Doctoral Student Examination

Doctoral student exams are conducted in an open public seminar format. The committee of this event is assisted by all educational staff.

4. Adhoc Committee

Several non-routine agendas require support from educational staff. For example, comparative studies, staff internships from outside of ITS, etcetera.

5. Leave Permit / Leave of Absence

Leave permits are proceeded through the Head of Subdivision.

6. Solidarity

To improve work cohesiveness and kinship, tour events are held with all educational staff. In addition, there is an agenda for friendship meetings which is held in turn at one of the member's houses.

7. Cooperative for Electro Education Staff (TENDIK)

Electrical Engineering educational staff have associations and cooperatives with members of all people who have worked in Electrical Engineering Department (including retirees and transfers), as long as they are still willing to become members.

Attachment – 1

Main Duties and Functions of Educational Staff of Electrical Engineering Department, ITS FTEIC

Position : Household Coordinator & Laboratory Technician

JOB DESCRIPTION

Planning equipment and material needed for practicum activities and carry out practicum activities in accordance with applicable regulations.

DETAILED JOB DESCRIPTION

1. Planning equipment and materials needed for practicum activities.
2. Administering equipment and materials for practicum activities.
3. Prepare all equipment and materials for the implementation of practicum in each laboratory / workshop respectively.
4. Perform maintenance and request of all existing equipment.
5. Responsible for the maintenance of household facilities such as offices, classes, parks, prayer rooms, parking utilities and etcetera.
6. Plan and propose repairment and improvements to the quality of the department facilities.
7. Helping stocktaking household items of the department.
8. Carry out other tasks given by superiors.

Position : Paymaster & Accountability Report

JOB DESCRIPTION

Requesting to prepare, receive, check, and distribute salaries / honorarium to employees. Receive, record evidence of budget receipts and expenditures into the general cash book and arrange cash position reports periodically. Do Accountability Report on time.

DETAILED JOB DESCRIPTION

1. Request money and prepare salary from the treasurer and calculate the amount of money to be paid to those who are entitled.
2. Prepare and distribute salaries to employees.
3. Receiving and examining the invoices in accordance with applicable regulations.
4. Pay bills to those entitled to receive in accordance with applicable regulations.
5. Take money, prepare a list of employee incentives, and distribute them to employees.
6. Create and share HR lists.
7. Report the results of the job performances to the department secretary.
8. Carry out other tasks given by superiors.

Position : Academic processors and analysts

JOB DESCRIPTION

Examine and inform student academic data that has expired. Collecting materials, drafting concepts, and distributing academic decree based on applicable regulations. Process, analyze, provide input data and information as material for analyzing academic data.

DETAILED JOB DESCRIPTION

1. Evaluating the student academic data whose deadline has expired for the preparation and undergraduate stages.
2. Provide student information on the deadline for further processing to BAAK.
3. Prepare meeting material about the student's deadline.
4. Collecting materials/materials which include advisors, examiners, judicial results, teaching load, dictates author, etc.
5. Draft a conceptual Academic Decree.
6. Fulfill the leadership approval associated with the Academic Decree.
7. Process, analyze, and provide input data which includes the estimated capacity, as material for analyzing academic data.
8. Carry out other tasks given by superiors.

Position : Administration in the field of final project,
scholarship

JOB DESCRIPTION

Prepare, arrange, recap, and process all the data in the field of Final Project, scholarship and class attendance (monitoring once every 4 weeks of extension class – cross lane) for task smoothness.

DETAILED JOB DESCRIPTION

1. Accepting, checking according to requirements and take note of students' letters/documents that's going to propose a final project proposal.
2. Accepting, checking according to requirements and take notes of students' letters/documents that's going to register final project evaluation.
3. Informing about scholarships to students.
4. Accepting, checking according to requirements and take notes of letters/documents of students that's going to propose a scholarship.
5. Making a recap of scholarship receiver.
6. Checking, making a recap of attendance of extension - cross lane class.
7. Doing other tasks that was given by superior.

Position : Administration in the field of practice work,
and attendance of regular class

JOB DESCRIPTION

Preparing, drafting, making a recap, and processing all the data in the field of practice work and class attendance (monitoring regular class once every 4 weeks) for the smoothness of tasks.

DETAILED JOB DESCRIPTION

1. Accepting, checking according to requirements and taking a note of letters / documents of students that's going to propose practice work (KP).
2. Accepting, checking according to requirements and taking a note of letters / documents of students that's going to register practice work seminar.
3. Checking, making a recap of class attendance of regular class.
4. Doing other tasks given by superior.

Household Coordinator : Naryono (08563019820)

Position : General Administration

JOB DESCRIPTION

Receive, check, record, code, maintain and store archives, and serve borrowing archives. Receiving letters and take notes, as well as further processing.

DETAILED JOB DESCRIPTION

1. Receive letters and take notes.
2. Further processing of incoming mail.
3. Receive, check, and record letters / documents on the control card.
4. classify archives that will be stored to simplify the archive code.
5. Process employee leave permit letter according to the request that has been approved by the superior.
6. Recording leave permit at the time of absence.
7. Record and make a recap of graduates.
8. Carry out other tasks given by superiors.

Household Coordinator: Naryono (08563019820)

Position : Administration of Postgraduate Programs

JOB DESCRIPTION

Prepare, compile, recap, process all Postgraduate program data for tasks.

DETAILED JOB DESCRIPTION

1. Gather a variety of inputs / information from both the Institute and Faculty, including the number of new students, dropout students, lecturers and postgraduate students, etc.
2. Processing and presenting it in the form of data in a clear and informative manner.
3. Receive letters and take notes.
4. Further process of incoming mail.
5. Log graduates list according to their field of expertise.
6. Log a graduate recap.
7. Carry out other tasks given by superiors.

Position : Reading Room Officer

JOB DESCRIPTION

Collect, record, and provide book code according to applicable regulations.

DETAILED JOB DESCRIPTION

1. Provide a book code according to applicable regulations.
2. Recap books collection in the reading room.
3. Record books and make quarterly and annual reports.
4. Maintain continuity of service and management of the reading room.
5. Coordinating with the central library and laboratories related to the latest library materials in the Department's reading room and the Central Library.
6. Carry out other tasks given by superiors.

Position : Inventory Officer and Preparation of Materials Removal & DP3

JOB DESCRIPTION

Collecting, recording, and providing item codes and preparing the removal of item according to applicable regulations.

DETAILED JOB DESCRIPTION

1. Record inventory items into the main book and group books.
2. Giving the item code according to the applicable regulations.
3. Record inventory items on the space card.
4. Making quarterly and annual reports.
5. Listing inventory items that are damaged or which according to estimates are due to be proposed for removal.
6. Submit the proposed inventory item data for removal to the inventory item removal team.
7. Store employees DP-3 in a special file.
8. Carry out other tasks given by superiors.

Position : Laboratory Technician

JOB DESCRIPTION

Drafting a plan for equipment and material needs for practicum activities as well as provide services for practicum activities in accordance with applicable regulations.

DETAILED JOB DESCRIPTION

1. Drafting a plan for equipment and material needs for practicum activities.
2. Administering equipment and materials for practicum activities.
3. Prepare all equipment and materials for the well implementation of practicum in each laboratory/workshop respectively.
4. Perform maintenance and request of all existing equipment.
5. Carry out other tasks given by superiors.

Position : Workshop Gatherer & Office Support

JOB DESCRIPTION

Accepting, taking a note, grouping and taking care of for the smoothness of execution of task. Doing routine technical job to make sure that supporting job facilities and infrastructure is provided in a clean and tidy condition, such as: cleaning trial room and lecturer room in the second floor on the north side of secretariat room.

DETAILED JOB DESCRIPTION

1. Accepting and checking the truth of items according to specification.
2. Taking notes of incoming goods inside of receipt book.
3. Taking notes on warehouse goods cards and stock cards.
4. Grouping items according to source and funds.
5. Taking notes of demand and producing goods according to superior's acceptance.
6. Taking care of items in the warehouse.
7. Counting the rest of supply periodically and reporting it to item's processor.
8. Doing routine technical jobs to help department and staff operational, such as: doing fotocopy, accepting calls, going to the bank, washing dishes, etc.
9. **After doing routine jobs cleaning trial room and lecturer room, standby in secretariat room on the second floor**
10. Doing other jobs provided by superior.

Position : Office Support

JOB DESCRIPTION

Perform routine technical work to ensure that work support facilities and infrastructure are available in clean and tidy conditions, including: cleaning Building B on the first floor, cleaning Classroom C101-C111, sending / expedition of letters, washing cup, etc.

DETAILED JOB DESCRIPTION

1. Perform routine technical work to assist the operational of the department and employees, including: cleaning Building B 1st floor, cleaning Classroom C101-C111, sending / expediting letters, washing cup, providing meeting consumption, etc.
2. **After doing routine work cleaning the first floor of Building B and cleaning the Lecture Room C101-C111, standby in the Secretariat room on the 2nd floor.**
3. Carry out other tasks given by superiors.

Position : Office Support & Workshop

JOB DESCRIPTION

Perform routine technical work to ensure work support facilities and infrastructure are available in clean and tidy conditions, including: cleaning the foundations lecture room and postgraduate on the north side, cleaning the 1st floor workshop room. Responsible for carrying out maintenance and repairment for machines and mechanical equipment, etc.

DETAILED JOB DESCRIPTION

1. Carrying out routine technical work to assist the operational of the department and employees, including: cleaning the foundation's lecture hall and post graduate on the north side, cleaning the 1st floor workshop, etc.
2. Examine the damage that has occurred and determine the materials or spare parts needed to repair the damage.
3. Conduct direct checks on the condition of all mechanical equipment.
4. **When finished doing routine work cleaning the society foundation lecture room and postgraduate on the north side, clean the lecture hall & workshop on the first floor, standby in the parking lot.**
5. Carry out other tasks given by superiors.

Position : Network Administrator

JOB DESCRIPTION

Carrying out routine technical work related to the network to ensure that work support facilities and infrastructure are still running properly, including: Protecting computers in the network, keeping daily network activities running well, preparing for college needs, etc.

DETAILED JOB DESCRIPTION

1. Protecting computers in the network and data must be protected from unauthorized parties.
2. Perform network management (user administration) such as: creating User Accounts, managing User Accounts, deleting User Accounts.
3. Immediately solve all problems that occur in the network (general technical problems). Maintain daily network activity, and responsible for keeping the network running well.
4. Make repairment and improvements in line with technological developments that occur, by not interfering with ongoing activities.
5. Prepare lecture needs such as: attendance list, markers, laptop, and LCD
6. Perform regular maintenance including LCD, Computers and Networks
7. **Standby in the Secretariat room, Floor II**
8. Carry out other tasks given by superiors.

Position : Parking Attendants

JOB DESCRIPTION

Carrying out maintenance activities, security and cleanliness of motorcycle parking lots.

DETAILED JOB DESCRIPTION

1. Maintenance the cleanliness of motorcycle parking lots.
2. Record all the parked vehicles every hour, conduct small patrols when not busy, report any suspicious events to the household coordinator.
3. If there is an incident such as theft, immediately report it to the household coordinator to take further steps while remaining vigilant.
4. Make a parking patrol note containing the number of motorbikes, and the police number.
5. Carry out other tasks given by superiors.