

UNIVERSITAS NEGERI SURABAYA




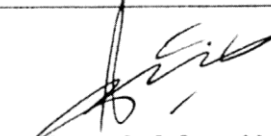



BIRO ADMINISTRASI UMUM DAN KEUANGAN

PROSEDUR MUTU (PM)

PEMBERIAN PENGHARGAAN

Nomor Dokumen : PM-PEG.ADAK-13
Nomor Revisi : 00
Tanggal Terbit : 25 Oktober 2012
Kode Distribusi : 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 / 10 / 11 / 12 / 13 / 14

Status Dokumen :	<input type="checkbox"/>	Master
	<input type="checkbox"/>	Salinan Terkendali
	<input checked="" type="checkbox"/>	Salinan Tidak Terkendali

Diperiksa oleh:	Dibuat oleh:	
 Yakup, S.Sos., M.M. NIP. 19681103.199103.1.002 Kepala Bagian Kepegawaian	 Tri Diana S, S.Sos., M.Si. NIP. 19731105.200003.2.002 Kasubbag Tenaga Akademik	 Dra. Agustini DL, M.Si. NIP. 19640817.199303.2.002 Kasubbag Tenaga Administratif
Disahkan oleh:	Diketahui oleh:	
 Drs. Budfarso, S.H., M.M. NIP. 19600513.198010.1.002 Kepala BAUK	 Dr. Dian Anita N, S.E., M.Si., Ak. NIP. 19740320.199903.2.010 Wakil Manajemen Mutu	

THE QUALITY PROCEDURE OF AWARDS

The Quality Procedure for awarding was issued on 25 October 2012 and is still valid. The purpose of this procedure is to serve as a guide to reward Satya Lancana Karya Satya and Dharma Pengabdian Universitas Negeri Surabaya. This procedure describes the implementation of awarding from the making of notification letters to awarding.

Satya Lancana Karya Satya is given to civil servants who in carrying out their duties have shown loyalty, devotion, skill, honesty and discipline, with a civil servant tenure of 10 years, 20 years, 30 years and not being subjected to moderate or severe disciplinary sentences. The Dharma of Universitas Negeri Surabaya Service is disseminated to civil servants of Universitas Negeri Surabaya who have fulfilled the working period, i.e. for lecturers who have worked for 40 years, 35 years, 30 years, meanwhile, for employees with a working period of 35 years, 30 years, 25 years.

Satya lancana karya satya award procedure is as follows:

1. Making a notification letter to the work unit's faculty to propose satyalancana karya satya
2. Accepting proposals for satya lancana karya satya recipients from the work unit faculty leadership
3. Checking the requirements and completeness of the proposal file
4. Legalizing the proposal file
5. Meeting to give considerations regarding the eligibility of prospective satyalancana karya satya
6. Creating a cover letter
7. Sending the proposal satyalancana karyasatya to the Minister of Education and Culture
8. Receiving the decisions of satya lancana karya satya
9. Awarding satya lancana at University ceremonies

The procedure for awarding dharma service of Universitas Negeri Surabaya is as follows:

1. Making a notification letter by attaching a list of names of educators and education staff to all work unit faculty leaders to propose recipients of the Universitas Negeri Surabaya Community Service Dharma Award
2. Receiving a list of names of educators and education personnel who are suitable and entitled to receive awards from the work unit facultad
3. Recapping a list of names of educators and education personnel who are appropriate and entitled to receive awards
4. Preparing a Rector's Decree for the recipient of the Universitas Negeri Surabaya Community Service Dharma Award
5. Submitting the Universitas Negeri Surabaya Community Service Dharma Award at the time of the anniversary
6. Archiving the rector decree of the recipient of the Dharma Pengabdian Universitas Negeri Surabaya award

UNIVERSITAS NEGERI SURABAYA



UNESA
Universitas Negeri Surabaya

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PROSEDUR MUTU (PM)

PEMBERIAN PENGHARGAAN

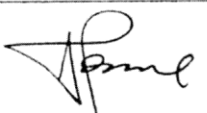
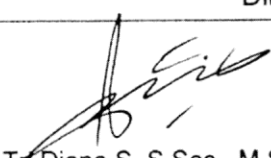


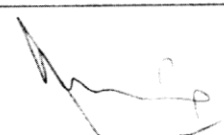
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Kepala BAUK		Wakil Manajemen Mutu	

1. GOAL

To serve as a guide in awarding Satya Lancana Karya Satya and Dharma Pengabdian Universitas Negeri Surabaya.

2. SCOPE

This procedure is to guide the implementation of awarding from letter issuance to awards grant.

3. REFERENCES

- 1.1. ISO 9001: 2008 (Clausal 6.2) on Human Resources
- 1.2. ISO 9001: 2008 (Clausal 7.1) on Realization Process

4. DEFINITION

Satya lancana karya satya is given to all CS who show loyalty, devotion, proficiency, honesty, and discipline with service period of 10, 20, and 30 years as well as have no disciplinary severe or moderate sanctions.

Dharma Pengabdian Unesa is given to Unesa CS who has service period of:

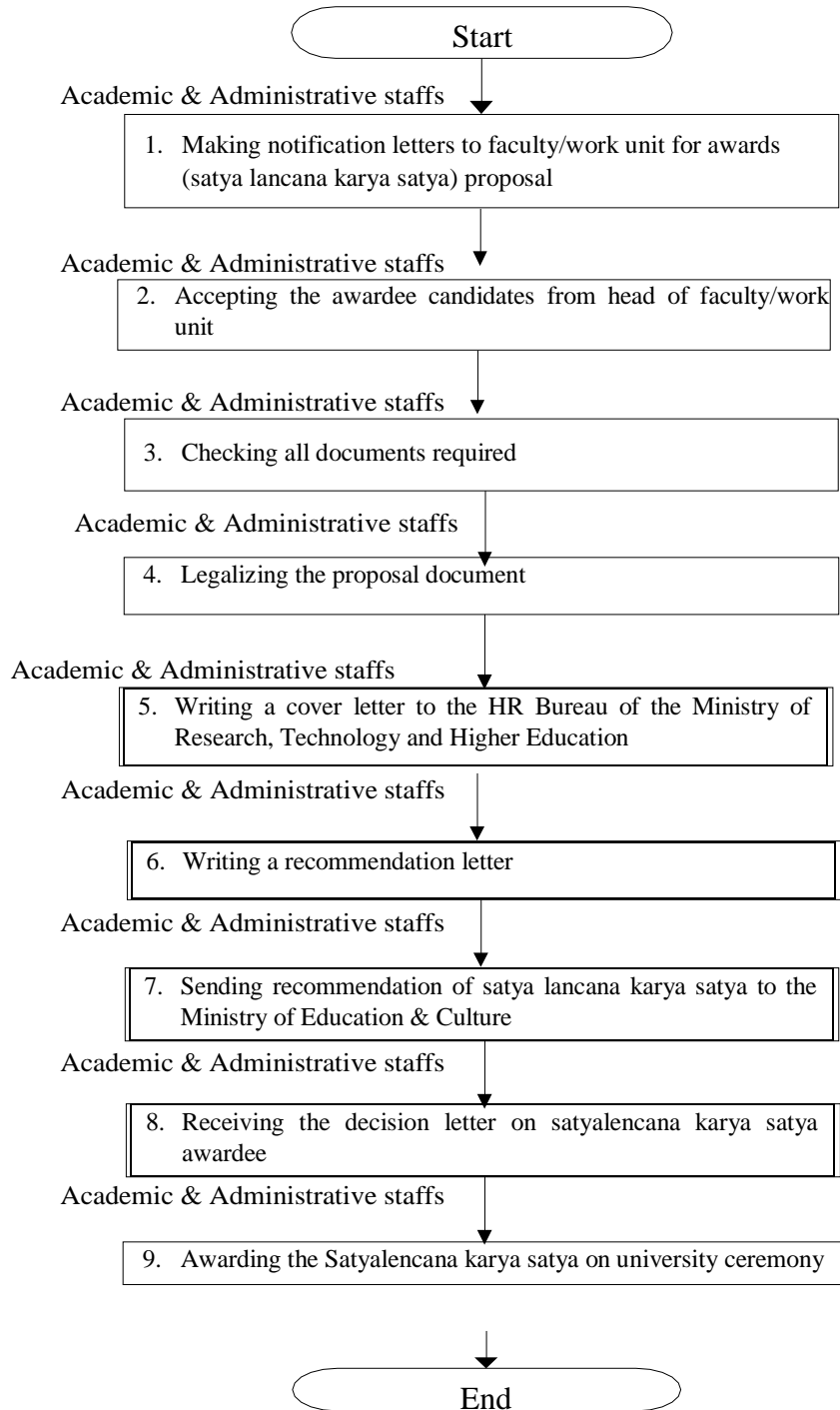
- Lecturer : 40, 35, and 30 years
- Staff : 35, 30, and 25 years

5. SUCCESS INDICATORS

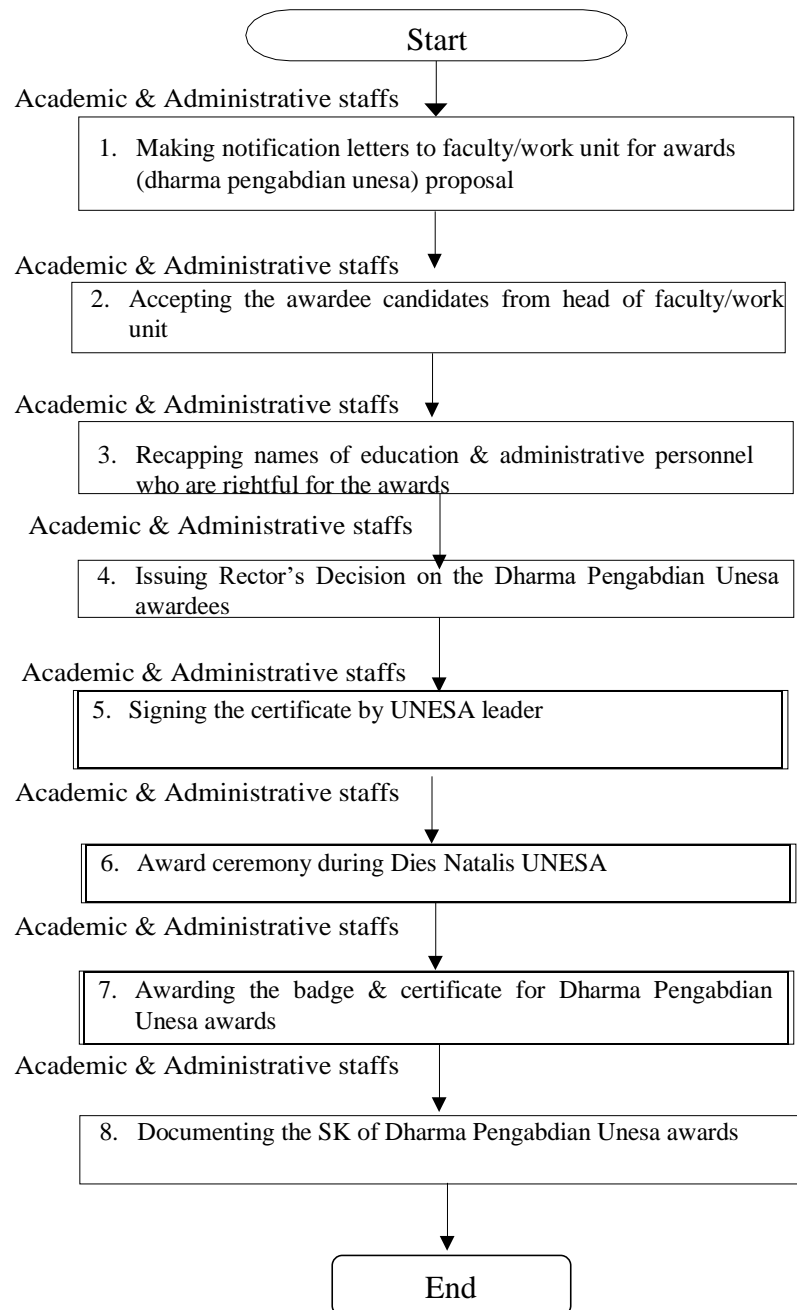
- 1.3. Awarding the Satya lancana karya satya to the rightful awardee.
- 1.4. Awarding the Dharma Pengabdian Unesa to the rightful awardee.

6. PROCEDURES

6.0. SATYA LENCANA KARYA SATYA AWARDS



6.1. DHARMA PENGABDIAN UNESA AWARDS





UNIVERSITAS NEGERI SURABAYA
FACULTY OF ECONOMICS

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QUALITY PROCEDURES
AWARDS

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August 14, 2020

7.0. RECORDING LIST

- 7.1. President's Decree for Satya Lencana Karya Satya Awards
- 7.2. Rector's Decision on Dharma Pengabdian Unesa
- 7.3. Certificates

8.0. NOTE CHANGES

- 8.1. REV.0, 25 October 2012 : no changes (from the beginning)
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