	SURABAYA STATE UNIVERSITY	
	QUALITY ASSURANCE UNIT Rectorate Building Unesa Lidah Campus Surabaya	No. PKA-Standard 6-01

INTERNAL QUALITY AUDITS
STANDARD 6 LEARNING FACILITIES AND INFRASTRUCTURE
Feasibility of Learning Facilities and Infrastructure

Revision 0

Auditee			Audit Stage	
			1	
Location	**Scope**		**Audit Date**	
	ODD Semester 2018			
Audit Representative	**Chief Auditor**		**Member Auditor**	
Distribution	**Auditee**		**Auditor**	**KAI**	**Archive**

No.	Aspects	√	X	Appropriateness	Description
33.1	**Standard 6**	√	X		
	Infrastructure				
1.	Minimum Thesis courtroom is 16m^{2}per student				
2.	Classroom minimum 2m^{2}per student				
3.	Leader's work space of at least 15 m^2/ person is equipped with adequate facilities				
4.	Minimum office administration space of 4 m^2/ person equipped with adequate facilities				
5.	Lecturer meeting room minimum 120 m^{2}equipped with adequate facilities				
6.	Public facilities (prodi)				
	a. Road				
	b. water				
	c. electricity				
	d. voice communication network (telephone)				
	e. data communication network (internet)				

No.	Aspects			Appropriateness	Description
7	Special Facilities (classrooms)				
	a. Seat				
	b. Table				
	c. Whiteboard				
	d. LCD and screen				
	e. Electricity				
	f. Adequate air conditioning/fan/ventilation				
	g. Handouts / instructions for activities in the course				
	h. Book reading material in the study program which includes 3 national journals in the last three years, which are subscribed to continuously				
	i. Book reading material in the study program which includes three international journals in the last three years which have been subscribed continuously				
	j. The ratio of books owned over 500 books is updated in the last 10 years				
	k. Proceedings of seminars in the last 5 years				
	Building				
8	Study program buildings must have a minimum quality standard of class A or equivalent				
9	College buildings must meet safety requirements,				
10	The building has health requirements,				
11	The building has comfort requirements,				
12	The building has security requirements,				
13	The building is equipped with adequate power electrical installations and installations,				
14	The building is equipped with a domestic waste installation				
15	The building is equipped with a				

No.	Aspects			Appropriateness	Description
	special waste installation, if needed				
16	Facilities and infrastructure for students with special needs include: a. labeling with Braille writing and information in sound form; b. ramps for wheelchair users; c. guideline (guiding block) on the road or corridor in the campus environment; d. maps/plans of campuses or buildings in the form of embossed maps/plans; and e. toilet or bathroom for wheelchair users. (at least one of the 5 criteria is met)				
17	Adequate information system facilities, including: Computer connected to a wide network/internet,				
18	Licensed software with sufficient number.				
19	E-learning facilities that are used properly,				
20	Online access to library collections.				
	AMOUNT				

	SURABAYA STATE UNIVERSITY	No. PKA-Standard 6-02
	QUALITY ASSURANCE UNIT Rectorate Building Unesa Lidah Campus Surabaya	

INTERNAL QUALITY AUDITS
STANDARD 6 LEARNING FACILITIES AND INFRASTRUCTURE
AUDIT WORK PROCEDURE

Auditee	:		**Arranged**	
Scope	: First Semester Academic year 2018/2018		By	:
			Date	:
Criteria	: SN Dikti, Form Standard. Unesa Internal Standards (Standard 6 SPMI Unesa)		Initials	:
			Checked	
			By:	:
			Date:	:
			Initials	:

TENTATIVE AUDIT OBJECTIVE	
	Study program Not yet having learning infrastructure according to the needs of the content and learning process in fulfilling graduate learning outcomes

AUDIT OBJECTIVES	
	Ensure study program: a. Already has a management system for infrastructure and learning facilities according to needs b. Already have adequate facilities in accordance with accreditation qualifications A c. Already equipped with adequate infrastructure with accreditation qualification A d. Already equipped with special needs facilities and infrastructure e. Already have a blueprint on the development, management and utilization of information systems

WORK STEPS:

NO	DESCRIPTION OF WORK STEPS	Budget Time	Realization (fast (6), medium (5) and less (4))		
1	2	3	4	5	6
1	Getting documents…	10'			
2		20'			
3		10'			
4	Conduct presence monitoring				
	o The number of classes according to the schedule	10'			
	o The number of lecturer workspaces corresponds to the number of lecturers	10'			
	o There are facilities in every class that are good, well maintained				
	o	10'			
5					
6					

	SURABAYA STATE UNIVERSITY	
	QUALITY ASSURANCE UNIT Rectorate Building Unesa Lidah Campus Surabaya	No. PKA-Standard 6-2b-1

INTERNAL QUALITY AUDITS
STANDARD 6 LEARNING FACILITIES AND INFRASTRUCTURE

Auditee :	**Arranged**	
Scope : First Semester Academic year 2017/2018	By :	
	Date :	
Criteria : SN Dikti, Form Matrix. Unesa SPMI Standards	Initials :	
	Checked	
	By: :	
	Date: :	
	Initials :	

TENTATIVE AUDIT OBJECTIVE	
	1. The study program has not prepared management documents regarding learning facilities and infrastructure according to PT undergraduate standards
	2. The study program has not yet completed adequate infrastructure facilities
	3. The Study Program does not yet have guidelines for learning infrastructure criteria that refer to the regulations of the Director General of Learning and Student Affairs
	4. Study Program has not facilitated facilities and infrastructure for students with special needs in accordance with existing regulations
	5. Universities/Prodi do not yet have adequate information systems as needed to serve the academic community

AUDIT OBJECTIVES	
	1. Ensuring that the study program has prepared management documents regarding learning facilities and infrastructure according to PT undergraduate standards
	2. Ensure that the study program does not have adequate infrastructure
	3. Ensure that the Study Program does not yet have guidelines for learning infrastructure criteria that refer to the regulations of the Director General of Learning and Student Affairs

| | 4. Ensure that the Study Program has not facilitated facilities and infrastructure for students with special needs in accordance with existing regulations |
| | 5. Ensuring that the Study Program does not yet have an adequate Information System as needed to serve the academic community |

WORK STEPS:

NO	DESCRIPTION OF WORK STEPS	Budget Time	Realization	KKA Number	Arranged by
1	2	3	4	5	6
1	Get documents management				
2	Obtain land ownership and use documents				
3	Get the learning tools document				
4	Get the learning infrastructure document				
5	Get guidelines for learning infrastructure criteria that refer to the regulations of the Director General of Learning and Student Affairs				
6	Perform testing and assessment of the information obtained about learning tools				
	- Check the adequacy of facilities (classrooms, workspaces, administrative rooms, meeting rooms, lecturer rooms, LCDs, boards, tables and chairs, etc.)				
	- Check facility maintenance				
	- Check the feasibility of the facility				
	- Check conformity of documents and goods				
	- Check the number, type, specification of facilities based on the ratio of users to learning methods				
	- Check				
	-				
	-				
7	Perform testing and assessment of the information obtained about learning infrastructure				
	- Check the adequacy of infrastructure				
	- Check pre-facility maintenance				
	- Check infrastructure eligibility				
	- Check conformity of infrastructure documents and goods				
	- Check the provisions of the infrastructure in the adequacy of accreditation A				
	- Check the availability of work safety				
	-				
	-				
8	Draw conclusions from the analysis results				
9	The test results and conclusions are set forth in forms 3				

and 4 of the KKA				

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Rectorate Building Unesa Lidah Campus Surabaya</td></tr>
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INTERNAL QUALITY AUDITS
STANDARD 6 LEARNING FACILITIES AND INFRASTRUCTURE
Auditing Records

Revision 0

Auditee			Audit Stage	
			1	
Location	**Scope**		**Audit Date**	
	ODD Semester 2018			
Audit Representative	**Chief Auditor**		**Member Auditor**	
Distribution	**Auditee**		**Auditor**	**KAI**		**Archive**	

Auditee	Standard	
Date	**Location**	**Auditors**

Notes	Document	Date/Rev

	SURABAYA STATE UNIVERSITY		
	QUALITY ASSURANCE UNIT	No: PKA-Standard 6-04	
	Rectorate Building Unesa Lidah Campus Surabaya		

INTERNAL QUALITY AUDITS
STANDARD 6 LEARNING FACILITIES AND INFRASTRUCTURE
Audit Summary

Auditee			**Criteria**	
Dr Urip Zaenal Fanani M.Pd			Standard 6 SPMI	
Location	**Scope**		**Audit Date**	
T8	ODD Semester Academic Year 2018			
Audit Representative	**Chief Auditor**		**Member Auditor**	
…………………………			1. 2.	

Distribution	**Auditee**	**X**	**Auditor**	**0**	**LPM**	**X**	**Archive**	**X**

Condition Number	**Condition Description**	**Category (OB / KTS)**
1	There is not thesis courtroom	KTS
2	There is not lecture room	KTS
3	There is not lecturer meeting room	KTS
4	There is not administrative space	KTS
5	Building safety is lacking because there is only one staircase	KTS
6	No reading room	KTS
7	The number of books is less than 100	KTS
8	There are no subscriptions to national and international journals	KTS
9	There are no maintenance documents in the study program for learning facilities and infrastructure	OB
10	There are no policy and regulatory guidelines at the Faculty level, there are no guidelines at the university that are required for sub-sackers	KTS
11	There are no disability facilities	KTS
12	There are no IT development documents joining PTTI	KTS

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<tr><td>Leader of Auditee</td><td></td><td>Signature</td><td>Chief Auditors</td><td></td><td>Signature</td></tr>
<tr><td colspan="6" align="center">Reviewed by:</td></tr>
<tr><td colspan="2">Audit Quality Assurance</td><td colspan="2"></td><td colspan="2">Signature</td></tr>
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STANDARD 6 LEARNING FACILITIES AND INFRASTRUCTURE
Audit Summary</td>
</tr>
</table>

Auditee				Criteria			
Dr Urip Zaenal Fanani M.Pd							
Location		**Scope**			**Audit Date**		
T8		5th Semester Academic year 2017/2018			April 20, 2018		
Audit Representative		**Chief Auditor**			**Member Auditor**		
....		Replaced by Widowati Budijastuti					
Distribution		**Auditee**	**X**	**Auditor**	**0**	**PPM**	**X**	**Archive**	**X**

Description Findings	1. There is no thesis courtroom 2. There is no lecture room 3. There is no lecturer meeting room 4. There is no administrative space 5. Building safety is lacking because there is only one staircase 6. No reading room 7. The number of books is less than 100 8. There are no subscriptions to national and international journals 9. There are no maintenance documents in the study program for learning facilities and infrastructure 10. There are no policy guidelines and regulations at the Faculty level, there are guidelines at the university that are passed down to sub-sackers 11. There are no disability facilities 12. There are no IT development documents joining PTTI
Criteria	Standard 6
Root Causes	No. 1 to 6 buildings lack space, there are class 8 rooms

	No. 7 Books are proposed but concentrated in acultas No. 8 The list doesn't exist and the funds don't exist No. 9 Lack of socialization No. 10 wants to make less socialization but there are no instructions from the center No. 11-12 are unthinkable
Consequence	Many rooms are integrated into one, services for students are not optimal, to meet the minimum standards for accreditation is lacking
Recommendation	1-6 Faculty equipment staff have submitted RBA and TOR for lecturer rooms, head rooms, and administration using existing space There is already a planning blueprint, but there are no guidelines, just trying to make it and it's in the process, Infrastructure management can be in the form of documents and guidelines will be made together if the university provides instructions and examples
Auditee Response	Agree
Maintenance plan	1. Blueprint development guidelines 2. Management guidelines 3. Study Program makes planning documents made by the Faculty 4. Study Program makes maintenance documents

Repair Schedule	Next year	**Person responsible**	Chief with the Dean
Prevention Plan	There is a joint effort between the head of the department and the faculty in infrastructure planning, equipment maintenance and administration		
Prevention Schedule	Starting from the even semester of 2018/2019	**Person responsible**	Chief with the Dean

Place of Consent					
Leader of Auditee	Dr Urip Zaenal	Signature	Chief Auditors	Dr. Widowati Budijastuti	Signature
Reviewed by:					
Audit Quality Assurance		Prof. Dr. Muslimin Ibrahim M.Pd		Signature	
MANAGEMENT REVIEW MEETING RECOMMENDATIONS					
RECOMMENDATION		ACTION		PERSON RESPONSIBLE	
RESULTS OF FOLLOW-UP					
A. Action:					

B. Evidence

C. TL auditors:

1. .... signed

2. .... signed

Appendix 2. Description of Accreditation Qualifications A

Number	Description	Addition
6.1	Building Assessment with A qualification	
6.1.1	The number of classrooms is less than 40 and greater than 40 according to the course schedule and fulfilled from the effective hours	
6,1.2	The lecturer's work space is at least 4 m2 equipped with tables, chairs and shelves. The number of lecturer workspaces is the same as the number of lecturers in the study program	
6.1.3	The library room is equipped with multimedia, a comfortable room with enough light, cool room temperature, clean and not noisy	
	The number of books is 500 books at study program level, 3 journals	
6.1.4	Laboratory rooms, studios, workshops, practice areas or practice places that are provided with an area of space that meets the requirements for movement and practicum activity specifications, workshops and is based on the effectiveness of the continuity of the learning process for the achievement of practical learning achievements	
6.1.5	There is availability of supporting rooms which include places of worship, medical rooms, student organization rooms, latrines, warehouses, maintenance workshops, and parking lots, with the number and area according to the number of users (can be at the college, faculty, or program level) studies)	There is a maintenance system and total area that in accordance with the number of activities
6.1.6	There is space, administrative and office room data (can be at the college, faculty or study program level) including area (m2), capacity, work furniture, storage furniture, administrative and office room conditions including temperature, light, noise level, maintained cleanliness, and equipped with a communication network and internet network	
6.2.1	There is a tool document in each laboratory	There is a system care and hourly/week usage data
	There are documents on the availability of sufficient materials	
6.2.2	There are instructional learning media (eg whiteboards, projectors; audio, video, etc.), can be accessed by study programs very easily, have very good quality and maintenance systems (as evidenced by the existence of	

	documents and data sources).	
6.2.3	The number of text books is 500 books, the number of types of national and international journals is 3 types which are subscribed continuously	
6.3	There is availability of information systems and study program facilities to support the learning process (e-learning, learning resources, etc.) along with data sources.	
6.4	There is involvement of study programs in planning performance targets, planning work activities, planning allocation and management of funds, accountability (including audit mechanisms and reports) in the implementation of education, research, and community service to ensure the fulfillment of graduate learning outcomes	
6.4.1	There is involvement of the study program in planning, performance targets, planning work activities and planning the allocation and management of adequate funds for the implementation of the study program	
6.4.2	There is a suitability of the budget submitted by the study program to the management unit and universities with what is received, along with the realization according to plan	
6.4.3	Accountability for the use of funds by the management unit including audit mechanisms and reports	