 UNESA	UNIVERSITAS NEGERI SURABAYA	Number : PKA- Capaian kinerja - 01/PPSMA/201 9
	Quality Assurance Division Unesa Rectorate Building Kampus Lidah Surabaya	
INTERNAL QUALITY AUDIT PERFORMANCE ACHIEVEMENTS OF STUDY PROGRAM LEADERS		

Revision 1

Auditee				Audit Stage					
				1					
Lokasi		Scope		Audit Date					
		Odd Semester 2019							
Deputy Auditee		Auditor Chairman		Auditor Member					
Distribution		Auditee		Auditor		KAI		Archive	

A. Document completeness and content

No	Aspects	√	X	Name of Document	Description
1	Standard 33. Outputs and Outcomes Higher Education				
1.1	The study program has a nationally indexed reputable journal				
1.2	The study program has a globally indexed reputable journal				
1.3	The study program has innovation products to strengthen innovation capacity at least 1 innovation product				
2	Standard 34. Study Program				
2.1	Have a study program specification development document that is implemented, evaluated, and improved.				
2.2	Existence of development documents study program development document based on priorities according to capacity, needs and Vision and Mission UPPS objectives made				
2.3	The existence of a research roadmap document in accordance with the study program specifications and there is an evaluation of the implementation its achievement on an ongoing basis				
2.4	The existence of a road map document road map document for community service that in accordance with the				

No	Aspects	√	X	Name of Document	Description
	specifications of the study program and there is an evaluation of the implementation its achievement on an ongoing basis				
2.5	The results of the SWOT analysis of the study program are used for development of the research road map and community service				
2.6	The existence of a curriculum development document curriculum development document that develops study program specifications				
2.7	Have study program standards that are derived from Higher Education standards				
2.8	The existence of a success analysis document achievement of standards which includes identification of root causes, factors supporting factors, factors factors inhibiting standard achievement and brief description of follow-up				
2.9	The existence of graduate user response documents in assessing the success of study program specifications				
2.10	Graduate outcomes are in accordance with study program specifications competency and monitored success every year				
3	Successful Accreditation				
3.1	Internationally accredited study				
	TOTAL				

B. Work Program Achievement

No.	Scope-appropriate Questions	Actionability			Existence document		Evidence
		None	Still in Progress	Available	Yes	No	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Measurement Planning Performance						
	a. Performance measures are in place formal						
	b. There are performance measures down to the lowest unit and as a measure of leadership performance						
	c. There is a mechanism for collecting performance data						
	d. KPIs have been published						
2	Quality Implementation Measurement						
	a. KPIs have met good performance						
	b. KPIs have sufficiently measured performance						
	c. The work unit's KPIs are aligned with the ministry's KPIs						
	d. The size of the performance indicators to the lowest work unit has met the criteria for good performance						
	e. Performance indicators up to the lowest work unit are in accordance with the performance of their superiors.						
	f. There are already individual performance measures that refer to the IKU of the superior work unit						
	g. Performance measurement already done in stages						
3	Implementation of Measurements						
	a. KPIs have been utilized to prepare planning and budgeting documents						

No.	Scope-appropriate Questions	Actionability			Existence document		Evidence
		None	Still in Progress	Available	Yes	No	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	b. KPIs have been utilized for performance appraisal						
	c. Performance targets to the lowest work unit have been monitored for achievement						
	d. The results of performance measurement down to the lowest work unit have been utilized to determine rewards and punishments.						
	e. KPIs have been reviewed periodically						
	f. Performance measurement results are used for regular control and monitoring.						
4	Report Fulfillment						
	a. Reports are made periodically						
	b. Report is made on time						
	c. The performance report contains the achievement of						
	d. Performance report outcomes-oriented						
5	Information Utilization Performance						
	a. Performance information has been utilized for performance accountability evaluation						
	b. Performance information has been utilized for planning improvement						
	c. Performance information has been used to improve organizational performance						
	d. Performance information has been utilized for performance improvement						
	e. Performance information has been utilized for performance appraisal						

C. Instrument for Performance Target Fill-in**Position:** Head of Study Program

NO	PERFORMANCE INDICATORS	Unit	TARGET	ACHIEVEMENTS PER QUARTER				NOTES
				1	2	3	4	
1	Percentage of S1 and D4/D3/D2 Graduates who successfully find employment, continue their studies or become entrepreneurs	%						
2	Percentage of S1 and D4 / D3 / D2 graduates who spend at least 20 (twenty) credits off campus or obtain at least national level achievements.	%						
3	Percentage of Study Programs S1 and D4/D3/D2 that implemented Cooperation with partners.	%						
4	Percentage of S1 and D4/D3/D2 courses that use case method or team-based project as part of the evaluation weight.	%						
5	Percentage of Study Programs S1 and D4/D3/D2 study programs that have accreditation or international certificate certificate that is recognized by the government	%						
6	Percentage of lecturers who carry out tridharma activities on other campuses, in the QS100 by project, work as practitioners in the industrial world, or foster students who have	%						


NO	PERFORMANCE INDICATORS	Unit	TARG ET	ACHIEVEMENTS PER QUARTER				NOTES
				1	2	3	4	
	achieved at least national level achievements in the last 5 (five) years.							
7	Percentage of permanent lecturers with doctoral academic qualifications, have certificates of competence/profession recognized by industry and the world of work, or come from professional practitioners, industry or the world of work.							
8	Number of outputs research and community service community that successfully received recognition international recognition or applied by society per number of lecturers.	Results researcher and PkM per number lecturers.						
9	OTHER PERFORMANCE INDICATORS							
	1.							
	2.							
	3.							

Surabaya,
Audite/Head of Study Program

2019

(.....)

Please upload the completed instrument at the following link
https://bit.ly/ACKP2019_Kaprodi

	UNIVERSITAS NEGERI SURABAYA	No : PKA- Capaian kinerja -01.a KL/PPSMA/2019
	Quality Assurance Center Unesa Rectorate Building Kampus Lidah Surabaya	
INTERNAL QUALITY AUDIT PERFORMANCE ACHIEVEMENT OF LABORATORY HEAD		

Revision 0

Auditee				Audit Stage			
Location		Scope		Audit Date			
Deputy Auditee		Auditor		Auditor Member			
Distribution		Auditee		Auditor		KAI	Archive

No	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidence
		None	Still in Progress	Available	Complete	No Complete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.a	Lead the Laboratory according to the existing organizational structure						
	a. Organizational structure and governance in the						
	b. Decree of the Rector and Dean of Unesa about the Appointment of Lab Head and Kasublab						
	c. Laboratory Policies and Guidelines						
	d. Lab performance contract						
1.b	PM/SOP in Laboratory						
	a. PM User/Student						
	b. PM Laborer/technician						
	c. PM Tool Usage						
	d. PM Maintenance of Tools/materials						

No	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidence
		None	Still in Progress	Available	Complete	No Complete	
	e. PM Work safety						
	f. PM Procurement goods/materials						
1.c	Administrative governance Laboratory						
	a. Administration of						
	b. Loan						
	c. Maintenance						
	d. Administration of visits / use of the lab						
2	Plan budget policies in accordance with the contract so that the						
	a. RBA						
	b. TOR from the previous evaluation results						
3.a	Planning and implement the program lab development plan						
	a. Short Term (1 year)						
	b. Long Term (3-5 years)						
3.b	Work Programs						
	a. Laboratory development is visible						
	b. There are						
	c. In accordance with the needs of study programs related to the tridarma of Higher Education						
3.c	Work program monitoring						
3.d	Service response instrument						
3.e	Meeting administration and minutes						

No	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidence
		None	Still in Progress	Available	Complete	No Complete	
3.f	Administration of sublab head / laboratory / technician reports						
4	Planning and implementing cooperation with parties outside Unesa for quality development						
	a. MoU for domestic cooperation						
	b. Report on the results of domestic						
	c. MoU of overseas cooperation						
	d. Report on the results of overseas cooperation						
	e. Cooperation Response Instrument						
5	Conduct periodic program evaluations reporting to the Department / Prodi and Dean						
	a. Work program achievement report						
	b. Internal quarterly report						
	c. Year-end report to the Dean						
6	Conducting survey activities related to the field of laboratory						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
7	Has a marketable innovation that is in accordance with laboratory development						

No	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidence
		None	Still in Progress	Available	Complete	No Complete	
	a. There is an activity proposal						
	b. There is a lab profile						
	c. There is a business plan document						

8. Achievement of the Laboratory Head Work Program

No.	Name of work program activities	Work program sub-activities	Target	Achievements	Constraints	Upload Evidence/Documents
1						
2						
3						
Ect.						

9. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up/completion plan

Surabaya, 2019

(Head of the Laboratory)

INSTRUMENT

AUDIT

Head of the Institute for Development Learning and Quality Assurance (LP3M)

Universitas Negeri Surabaya

Auditee	Audit Date	Auditor
Location		

STATEMENT

The Head of LP3M states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya,2019

Head of LP3M Unesa

.....

(signature, name and seal)

Instructions: Give a mark (√) in column (2) to (6). If the answer is "Still in process", please provide evidence and fill it in column (7).

No	Questions according to the scope of M&E	Workability			Availability Working Documents		Output/Evidence /percentage of achievement
		Implemented	In the process of implementation	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Establish policies for the implementation of activities contained in the Strategic Plan, preparation of the Renop, annual work program						
a.	Decree of the Rector of Unesa on the Appointment of the Head of LP3M in force						
b.	Decree of the Rector of Unesa on the Appointment of LP3M Personnel Staff in force						
c.	Unesa strategic plan						
d.	Unesa Academic Quality Policy						
e.	LP3M Quality Policy						
f.	LP3M Work Program						
g.	LP3M cost and budget plan						
h.	Internal monitoring and evaluation of LP3M work program						
i.	Results of internal monitoring and evaluation of the achievement of LP3M work program						
j.	Report on the achievement of LP3M annual activity implementation						
2.	Formulate and establish policies to improve the quality of implementation of the first dharma of Tridharma Higher Education						
a.	Rector's performance contract with Kemenristekdikti and Kemenkeu Formulation of policies to improve the quality of implementation of the first						

No	Questions according to the scope of M&E	Workability			Availability Working Documents		Output/Evidence /percentage of achievement
		Implemented	In the process of implementation	Not Implemented	Complete	Incomplete	
	dharma of the Tridharma of Higher Education						
	b. Rector's performance contract with Kemenristekdikti and Kemenkeu Formulation of policies to improve the quality of implementation of the first dharma of the Tridharma of Higher Education						
	c. Report on the results of implementing policies to improve the quality of implementation of the first dharma of the Tridharma of Higher Education						
3.	Establishing and implementing domestic and foreign cooperation activities to increase the intensity of activities and foster income generation.						
	a. MoU for domestic cooperation						
	b. MoU for overseas cooperation						
4.	Fostering education personnel education personnel according to tupoksinya efficiently and effective						
	a. Job description of the duties of education personnel						
	b. Assessment of work performance of education personnel						
5.	Directing the process of preparing performance and financial reports in accordance with the provisions and regulations.						
	a. Performance report						
	b. Financial report						
6.	Directing activities to the rector's performance targets						

7. Achievement of the Work Program of the Head of LP3M

No	Name of work program activity	Work program sub-activities	Target	Achievements	Constraints	Upload Evidence/Documen
1						
2						
3						
Ect.						

8. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up/completion plan

Surabaya, 2019

- (Head of LP3M Unesa)

INSTRUMENT

AUDIT

Head of Learning Division LP3M

Universitas Negeri Surabaya

Audited name	Semester		Audit Date	Audit Officer
	I	II		
Audit Location				

STATEMENT

The Head of the Learning Division states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019

Head of Learning Division

(signature, name and seal)

Instructions: Give a mark (√) in columns (2) to (6). If the answer is "In the Process of Implementation" provide evidence and fill it in column (7).

No.	Questions according to the scope of M&E	Workability			Availability Working Documents		Output/Evidence
		Implemented	In the implementation process	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Prepare academic papers on the development of learning and assessment processes in accordance with SNPT, KKNi and academic policies.						
a.	Decree of the Rector of Unesa on the Appointment of the Head of the Center is still valid						
b.	Unesa strategic plan						
c.	LP3M strategic plan						
d.	Unesa Academic Quality Policy						
e.	LP3M Academic Quality Policy						
f.	LP3M Learning Field Quality Policy						
g.	LP3M Learning Sector annual work program						
h.	Internal monitoring and evaluation of the LP3M Learning Field work program						
i.	Results of internal monitoring and evaluation of the achievement of the LP3M Learning Sector work program						
j.	Report on the achievement of the implementation of annual activities of LP3M Learning Sector						
2.	Formulate the annual work program of LP3M Learning Sector						
a.	Learning Development Center work program						
b.	Field Experience Development Center work program						
c.	Work program of the Center for Character Development, Counseling, and Psychological Services						

No	Questions according to the scope of M&E	Workability			Availability Working Documents		Output/Evidence
		Implemented	In the implementation process	Not Implemented	Complete	Incomplete	
	d. Carry out a review / public test of the draft work program before it is approved / implemented						
	e. Involve experts in making work programs						
3.	Internal monitoring and evaluation of the Learning Division's work program LP3M						
	a. Learning Development Center internal monitoring and evaluation report						
	b. Internal monitoring and evaluation report of the Field Experience Development Center						
	c. Internal M&E report of the Center for Character Development, Counseling, and Psychological Services						
4.	Implementing an internal quality assurance and control system for the Learning Sector according to Unesa's quality policy.						
	a. Unesa quality policy						
	b. Report on the results of quality assurance and control in the Learning Sector						
5	Prepare performance and financial reports in accordance with provisions and regulations						
	a. Performance report						
	b. Financial report						
6	Has an innovative product of work value sell						

7. Achievement of Work Program for Learning

No	Name of work program activity	Work program sub-activities	Target	Achievements	Constraints	Upload Evidence/ Documents
1						
2						
3						
Ect.						

8. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up/completion plan

Surabaya, 2019

 - (Head of Learning Division LP3M)

INSTRUMENTS

Audit Head of LP3M Professional Development Universitas Negeri Surabaya

Audited name	Semester		Audit Date	Audit Officer
	I	II		
Audit Location				

1.1 STATEMENT

The Head of Professional Development states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya,2019
**Ketua Bidang Pengembangan
Profesi,**

(signature, name and seal)

Instructions: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation" provide evidence and fill it in column (7).

No ·	Questions according to the scope Scope of M&E	Workability			Availability Working Documents		Output/Evidence
		Implem ented	In implementation process	No Implem ented	Complete	No Complete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Prepare academic papers on the development of learning and assessment processes under SNPT, KKNi and academic policies.						
a.	Decree of the Rector of Unesa on the Appointment of the Head of the Center is still valid						
b.	Unesa strategic plan						
c.	LP3M strategic plan						
d.	Unesa Academic Quality Policy						
e.	LP3M Academic Quality Policy						
f.	Quality Policy in professional development						
g.	Annual work program for professional development						
h.	Internal monitoring and evaluation of work programs in professional development						
i.	Results of internal monitoring and evaluation of the achievement of the professional development work program						
j.	Report on the achievement of implementing annual activities in professional development						
2.	Coordinating the implementation of the training and assessment development center						
a.	Coordinate the implementation of planning mechanisms and formulation of work programs, training development centers and assessments.						
b.	Establish (legalize) the work program of the training and assessment development center						
c.	Carry out monitoring of implementing the work program of the training and assessment development center						
d.	Implementing the reporting mechanism for implementing the activities of the training and assessment development center						
PPM Unesa		hal. 2					

No	Questions according to the scope Scope of M&E	Workability			Availability Working Documents		Output/Evidence
		Implemented	In implementation process	No Implemented	Complete	No Complete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
e.	Implementing reflection and evaluation of the results of implementing work programs as an effort to improve						
3.	Coordinating the implementation of the teacher professional education center						
a.	Coordinating the implementation of planning mechanisms and formulation of work programs, teacher professional education center						
b.	Establish (legalize) the work program of the center teacher professional education center						
c.	Monitoring the implementation of the teacher professional education center work program						
d.	Implement reporting mechanism implementation of activities of the teacher education center teacher profession education center						
e.	Reflecting and evaluating the results of implementing the work program as an effort to improve						

4. Achievement of Professional Development Work Program

No	Name of work program activity	Work program sub-activities	Target	Achievements	constraints	Upload Evidence/Documents
1						
2						
3						
4						
Ect.						

5. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up/completion plan

Surabaya, 2019

(Head of LP3M Professional Development)

INSTRUMENT

Audit Head of Halal Center LPPM

Universitas Negeri Surabaya

Auditee Name	Date Audit	Auditor Officer
	Location	

STATEMENT

The Head of the Halal Center states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya,.....2019

Head of Halal Center

.....

(signature, name and seal)

Instructions: Give a mark (√) in column (2) to (6). If the answer is "Still in process", please provide evidence and fill it in column (7).

No	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidences
		None	Still in Processes	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
	a. LPPM organizational structure						
	b. Decree of the Rector of Unesa on the Appointment of the Head of the Center that is still valid						
	c. Policies and Guidelines						
	d. Performance contract						
	e. PM/SOP						
2.	Planning policy budget in accordance with contract so that the program can run						
	a. RBA						
	b. TOR Created based on evaluation needs						
3.	Planning and implementing the program						
	a. Unesa's strategic plan						
	b. Center strategic plan						
	c. Work program						
	d. Monitoring of work program						
	e. User response instrument						
	f. Meeting administration and minutes						
	g. Quarterly/final work report						
4.	Planning and implementing cooperation with parties outside Unesa for program development.						
	a. MoU for domestic cooperation						
	b. Report on the results of domestic cooperation						
	c. MoU of overseas cooperation						
	d. Report on the results of overseas cooperation						
	e. Cooperation user response report						
5.	Organizing lecturer competency training in halal center services						
	a. Activity report						

No	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidences
		Non e	Still in Process	Availabl e	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	b. Impact of coaching						
6.	Conduct program evaluation periodically reporting to LPPM and Vice Rector 1						
	a. Work program achievement						
	b. Internal quarterly report						
	c. Year-end report to the Rector						
7.	Conducting survey or awareness activities related to services						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
8.	Has a marketable innovation						

9. Achievement of the Halal Center Work Program

No	Name of work program activity	Sub-activities of the work program	Target	Achievements	Constraints	Upload Evidence/Documents
1						
2						
3						
Ect.						

10. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up/completion plan

Surabaya,

(Head of Center)

INSTRUMENT

**Audit
Head of IPR and Publication Center
LPPM**

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of IPR and Patent states that the filling of data and information on all questions in this instrument is correct according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya,2019

Head of IPR and Patent Center

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(signature, name and seal)

Instructions: Give a mark (√) in column (2) to (6). If the answer is "Still in process", please provide evidence and fill it in column (7).

No.	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidences
		None	Still in Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
a.	LPPM organizational structure						
b.	Decree of the Rector of Unesa on the Appointment of the Head of the Center that is still valid						
c.	Policies and Guidelines						
d.	Performance contract						
e.	PM/SOP						
2.	Plan budget policies in accordance with contract so that the program can						
a.	RBA						
b.	TOR Created based on evaluation needs						
3.	Planning and implementing the program						
a.	Unesa strategic plan						
b.	Center strategic plan						
c.	Work program						
d.	Work program monitoring						
e.	User response instrument						
f.	Meeting administration and minutes						
g.	Quarterly/final work report						
4.	Planning and implementing cooperation with parties outside Unesa for program development						
a.	MoU for domestic cooperation						
b.	Report on the results of domestic cooperation						
c.	MoU of overseas cooperation						
d.	Report on the results of overseas cooperation						
e.	Cooperation user response report						

No.	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidences
		None	Still in Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	Organizing training competency improvement lecturers and increase the target of publications.						
	a. Activity report						
	b. Service response						
6	Conduct program evaluation periodically reporting to LPPM and Vice Rector 1						
	a. Work program achievement report						
	b. Internal quarterly report						
	c. Year-end report to the Rector						
7.	Conducting service-related survey activities, reviews/supervisors						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
8.	Has a marketable innovation						

9. Achievement of the Work Program of the IPR and Publication Center

No	Name of work program activity	Sub-activities of the work program	Target	Achievements	Constraints	Upload Evidence/Documents
1						
2						
3						
Ect.						

10. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up/completion plan

Surabaya,

- (Head of Center)

INSTRUMENT

Audit

Head of Sports Science Center LPPM

Universitas Negeri Surabaya

Auditee Name	Date Audit	Auditor Officer
	Location	
Center for Sport Science Studies LPPM		

STATEMENT

The Head of the Sports Science Center states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya,2019

Head of Sports Science Center

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(signature, name and seal)

Instructions: Give a mark (√) in column (2) to (6). If the answer is "Still in process", please provide evidence and fill it in column (7).

No.	Scope-appropriate Questions	Applicability Work			Availability of Work Documents		Evidences
		None	Still in Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
	a. LPPM organizational structure						
	b. Decree of the Rector of Unesa on the Appointment of the Head of the Center that is still valid						
	c. Policies and Guidelines						
	d. Performance contract						
	e. PM/SOP						
2.	Planning policy budget in accordance with contract so that the program can run						
	a. RBA						
	b. TOR Created based on evaluation needs						
3.	Planning and implementing the program						
	a. Unesa strategic plan						
	b. Center strategic plan						
	c. Work program						
	d. Monitoring of work program						
	e. Administration of meetings and minutes						
	f. Quarterly / final work report						
4.	Enhancement activities competence in sports development						
	a. Training/workshop						
	b. Research						
	c. Service						
	d. Other products						
5.	Planning and implementing cooperation with parties outside Unesa for program development.						
	a. MoU for domestic cooperation						
	b. Report on the results of domestic cooperation						
	c. MoU of overseas cooperation						
	d. Report on the results of overseas cooperation						
	e. Cooperation user response report						

No.	Scope-appropriate Questions	Applicability Work			Availability of Work Documents		Evidences
		None	Still in Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
6	Organizing basic coaching related to sports science sports						
	a. Activity report						
	b. Impact of coaching						
7	Organizing socialization activities and / or development of research / service in the field of sports science						
8	Conduct program evaluation periodically reporting to LPPM and Vice Rector 1						
	a. Work program achievement report						
	b. Internal quarterly report						
	c. Year-end report to the Rector						
9	Conducting survey or understanding activities related to						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
10	Has a marketable innovation						

11. Ketercapaian Program Kerja Pusat Ilmu Keolahragaan

No	Name of work program activity	Work program sub-activities	Target	Achievements	Constraints	Upload Evidence/Documents
1						
2						
3						
Ect.						

12. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up/completion plan

Surabaya,

- (Head of Center)

INSTRUMENT

Audit

Head of Business Incubation Center

LPPM

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of the Business Incubation Center states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya,

**Head of Business Incubation
Center**

.....

(signature, name and seal)

Instructions: Give a mark (√) in column (2) to (6). If the answer is "Still in process", please provide evidence and fill it in column (7).

No.	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidences
		None	Still in Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
a.	LPPM organizational structure						
b.	Decree of the Rector of Unesa on the Appointment of the Head of the Center that is still valid						
c.	Policies and Guidelines						
d.	Performance contract						
e.	PM/SOP						
2.	Plan budget policies in accordance with the contract so that the program can run						
a.	RBA						
b.	TOR created based on evaluation needs						
3.	Planning and implementing the program						
a.	Unesa's strategic plan						
b.	LPPM strategic plan						
c.	Center strategic plan						
d.	Work program						
e.	Monitoring of work program						
f.	User response instrument						
g.	Administration of meetings and minutes						
h.	Quarterly/final work report						
4.	Planning and implementing cooperation with parties outside Unesa for program development.						
a.	MoU for domestic cooperation						
b.	Report on the results of domestic cooperation						
c.	MoU of overseas cooperation						
d.	Report on the results of overseas cooperation						
e.	Cooperation user response report						
5.	Organizing trainings to improve lecturers' competence and increase the target of incubation target.						
a.	Activity report						
b.	Service response						

No.	Scope-appropriate Questions	Applicability Work			Availability Working Documents		Evidences
		None	Still in Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
6	Conduct program evaluation periodically reporting to LPPM and Vice Rector 2						
	a. Work program achievement report						
	b. Internal quarterly report						
	c. Year-end report to the Rector						
7	Conducting service-related survey activities, reviews/supervisors						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
8	Has a marketable innovation						

9. Achievement of the Business Incubation Center Work Program

No	Name of work program activity	Work program sub-activities	Target	Achievements	Constraints	Upload Evidence/Documents
1						
2						
3						
Ect.						

10. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up/completion plan

Surabaya,

- (Head of Center)

INSTRUMENT
AUDIT
Head of the Center for Character
Education, Counseling Guidance and
Psychological Services
LP3M
Universitas Negeri Surabaya

Audited name	Semester	Audit Date	Audit Officer
Audit Location			

1.1 STATEMENT

The Head of the Center for Character Education, Counseling Guidance and Psychological Services states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019
Head of P2KBKLP

.....

Instructions: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation" provide evidence and fill it in column (7).

No	Questions according to the scope of M&E	Workability			Availability Working Documents		Output/Evidences
		Implemented	In implementation process	No Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Prepare academic papers on the development of learning and assessment processes in accordance with SNPT, KKNi and academic policies.						
a.	Unesa Rector's Decree on the Appointment of the Head of the Center is still valid						
b.	Unesa strategic plan						
c.	LP3M strategic plan						
d.	Academic Quality Policy Unesa						
e.	LP3M Academic Quality Policy						
f.	Quality Policy of the Center for Character Development and Counseling Services						
g.	Annual work program of the Center for Character Development and Counseling Services						
h.	Internal monitoring and evaluation of the work program of the Center for Character Development and Counseling Services						
i.	Results of internal monitoring and evaluation of the achievement of the work program of the Center for Character Development and Counseling Services						
j.	Report on the achievement of the implementation of annual activities of the Center for Character Development and Counseling Services						
2.	Coordinating implementation of courses Core Personality Development (MPK Inti)						

No .	Questions according to the scope Scope of M&E	Workability			Availability Working Documents		Output/Evidences
		Imple mented	In implementat ion process	No Imple ment ed	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	a. Formulate CorePK group courses						
	b. Formulate the RPS document						
	c. Coordinate with all lecturers who teach Core CGPA.						
	d. Carry out monitoring of the implementation of CorePK lectures						
	e. Evaluating and improving the implementation of CorePK lectures						
3	Coordinating the implementation of Institutional Personality Development (IPK) courses.						
	a. Formulate InstitutionalPK group courses						
	b. Formulate the RPS document for all Institutional GCSEs						
	c. Coordinating with all lecturers who teach Institutional CGPA						
	d. Carry out monitoring of the implementation of InstitutionalPK lectures						
	e. Evaluate and make efforts to improve the implementation of InstitutionalPK lectures						
4	Conducting training Faculty counseling officers						
	a. Formulate a training program for Faculty counseling officers, Unesa scopes						
	b. Involving experts as resource persons / counseling trainers						
	c. Having and implementing cooperation programs with BK related institutions						

No .	Questions according to the scope Scope of M&E	Workability			Availability Working Documents		Output/Evidences
		Imple mented	In implementat ion process	No Imple ment ed	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	d. Refreshing the competence of counseling personnel periodically.						

5. Achievement of the Work Program of the Center for Character Education, Counseling Guidance and Psychological Services

No	Activity name work program	Sub-activity work program	Target	Achievements	Constraints	Upload Bukti/ Dokumen
1						
2						
3						
Ect.						

6. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up/completion plan

Surabaya,

2019

.....
(Head of Center)

INSTRUMENT

Audit

Head of Center for Community Service (KKN) and Empowerment Community

LPPM

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of the Center for Community Service (KKN) and Community Empowerment states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019

.....

**Head of The Center for KKN and
Community Empowerment**

.....

(signature, name and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions According Scope	Applicability Work			Availability Working Documents		Evidence
		None	In Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
	a. LPPM organizational structure						
	b. Decree of the Rector of Unesa on the Appointment of the Head of the Center						
	c. Policies and Guidelines						
	d. Performance contract						
	e. PM/SOP						
2.	Planning policy budget in accordance with contract so that the program can run						
	a. RBA						
	b. TOR Created based on evaluation needs						
3.	Planning and implementing the program						
	a. Unesa's strategic plan						
	b. Center strategic plan						
	c. Work program						
	d. Monitoring of work program						
	e. User response instrument						
	f. Meeting administration and minutes						
	g. Quarterly/final work report						
4.	Planning and implementing cooperation with parties outside Unesa for program development						
	a. MoU for domestic cooperation						
	b. Report on the results of domestic cooperation						
	c. MoU of overseas cooperation						
	d. Report on the results of overseas cooperation						
	e. Cooperation user response report						

No.	Questions According Scope	Applicability Work			Availability Working Documents		Evidence
		None	In Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	Organizing training to increase lecturer competence and increasing publication targets.						
	a. Activity report						
	b. Service response						
6.	Conduct program evaluation periodically reporting to LPPM and Vice Rector 1						
	a. Work program achievement report						
	b. Internal quarterly report						
	c. Year-end report to the Rector						
7.	Conduct service-related survey activities, review/supervision						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
8	Has a marketable innovation						

9. Achievement of the Center for Community Service (KKN) and Empowerment Work Program

No	Work program Activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

10. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya,

- (Head of Center)

INSTRUMENT

Audit

Chairman of the Ideology Development Center

LPPM

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of the Ideology Development Center states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019

**Chairman of the Center for
Development Ideology**

.....
(signature, name, and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions According Scope	Applicability Work			Availability Working Documents		Evidence
		None	In Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
	a. LPPM organizational structure						
	b. Decree of the Rector of Unesa on the Appointment of the Head of the Center						
	c. Policies and Guidelines						
	d. Performance contract						
	e. PM/SOP						
2.	Planning policy budget in accordance with contract so that the program can run						
	a. RBA						
	b. TOR Created based on evaluation needs						
3.	Planning and implementing the program						
	a. Unesa's strategic plan						
	b. Center strategic plan						
	c. Work program						
	d. Monitoring of work program						
	e. User response instrument						
	f. Meeting administration and minutes						
	g. Quarterly/final work report						
4.	Planning and implementing cooperation with parties outside Unesa for program development						
	a. MoU for domestic cooperation						
	b. Report on the results of domestic cooperation						
	c. MoU of overseas cooperation						
	d. Report on the results of overseas cooperation						
	e. Cooperation user response report						

No.	Questions According Scope	Applicability Work			Availability Working Documents		Evidence
		None	In Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	Organizing training to increase lecturer competence and increasing publication targets.						
	a. Activity report						
	b. Service response						
6.	Conduct program evaluation periodically reporting to LPPM and Vice Rector 1						
	a. Work program achievement report						
	b. Internal quarterly report						
	c. Year-end report to the Rector						
7.	Conduct service-related survey activities, review/supervision						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
8	Has a marketable innovation						

9. Achievement of the Work Program of the Center for Ideological Development

No	Work program Activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Document
1						
2						
3						
Dst.						

10. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya,

- (Head of Center)

INSTRUMENT

AUDIT

Head of Learning Development Center

LP3M

Universitas Negeri Surabaya

Auditee Name	Semester		Audit Date	Audit Officer
	I	II		
Audit Location				

STATEMENT

The Head of the Learning Development Center states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya,2019
Head of P3 Unesa

.....
 (signature, name and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions according to the scope Scope of M&E	Workability			Availability Work Documents		Output/Evidence
		Implemented	In the process of implementation	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Developing an academic paper academic development learning process and assessment in accordance with SNPT, KKNI and academic						
a.	The Unesa Rector's Decree on the Appointment of the Head of the Center is still valid						
b.	Unesa strategic plan						
c.	LP3M strategic plan						
d.	Academic Quality Policy Unesa						
e.	Academic Quality Policy LP3M						
f.	Quality Policy of Learning Development Center (P3)						
g.	P3 annual work program						
h.	Internal monitoring and evaluation of P3 work program						
i.	Results of internal monitoring and evaluation of P3 work program achievements						
j.	Report on the achievement of the implementation of P3 annual activities						
2.	Provide guidance to lecturers to improve educator competence through education and training						
a.	Coaching schedule						
b.	Report on the results of coaching and improving educator competence						
3.	Formulate and implementing the system assurance and quality control internal P3 according to Unesa quality policy						
a.	Unesa quality policy						
b.	P3 quality assurance and control report						
4.	Support LP3M activities in domestic						

No.	Questions according to the scope Scope of M&E	Workability			Availability Work Documents		Output/Bukti
		Implemented	In the process of implementation	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	and foreign cooperation activities to increase the intensity of activities and foster income generating.						
	a. MoU for domestic cooperation						
	b. Report on the results of domestic cooperation						
	c. MoU on overseas cooperation						
	d. Report on the results of overseas cooperation						
5.	Directing the process of preparing performance and financial reports performance and financial reports in accordance with						
	a. Performance report						
	b. Finance report						
6.	Has an innovative product of work of selling value						

7. Achievement of the Learning Program Development Center Work Program

No	Work program activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

8. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya, 2019

- (Head of Center)

**INSTRUMENT
AUDIT
Head of Training Development Center
LP3M
Universitas Negeri Surabaya**

Auditee Name	Semester		Audit Date	Audit Officer
	I	II		
Audit Location				

1.1 STATEMENT

The Head of the Training and Assessment Development Center states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya,2019
**Head of Training Development Center
 LP3M,**

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions according to the scope of M&E	Workability			Availability Work Documents		Output/Evidence
		Implemented	In the process of implementation	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Prepare academic papers on the development of learning and assessment processes in accordance with SNPT, KKNi and academic policies						
a.	The Unesa Rector's Decree on the Appointment of the Head of the Center is still valid						
b.	Unesa strategic plan						
c.	LP3M strategic plan						
d.	Unesa Academic Quality Policy						
e.	LP3M Academic Quality Policy						
f.	Quality Policy of Training and Assessment development center						
g.	Annual work program of Training and Assessment development center						
h.	Internal monitoring and evaluation of the work program of the center for the development of training and assessment						
i.	Results of internal monitoring and evaluation of the achievement of the work program of the center for the development of training and assessment						
j.	Report on the achievement of the implementation of annual activities of the Training and Assessment development center						
2.	Create a work program for the training and assessment development center						

No .	Questions according to the scope of M&E	Workability			Availability Work Documents		Output/Evidence
		Implemented	In the process of implementation	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
a.	Planning work programs through established mechanisms and procedures.						
b.	Planning work programs by involving experts and leadership elements (Head of Division / Head of LP3M / University Leaders)						
c.	The work program is determined by the central leadership						
d.	Develop instruments to monitor the implementation of the work program						
e.	Implement a reporting mechanism for the implementation of activities from the center for training and assessment development.						
f.	Implementing reflection and evaluation of the results of the implementation of work programs as an effort to improve						
3.	Implementing the program work program development and Assessment						
a.	Coordinating the implementation of principal candidate training activities school						
b.	Monitoring the implementation of training activities for prospective school principal candidate training						
c.	Implementing reflection and evaluation of the results of the implementation of						
d.	Coordinating the implementation of school teacher competency training activities (SPK)						
e.	Monitoring the implementation of school teacher competency training activities						

No .	Questions according to the scope of M&E	Workability			Availability Work Documents		Output/Evidence
		Implemented	In the process of implementation	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(SPK)						
	f. Conducting reflection and evaluation of the results of the implementation of school teacher competency						
	g. Coordinating the implementation of training activities for village head candidates						
	h. Monitoring the implementation of training activities for village head candidates						
	i. Implementing reflection and evaluation of the results of the implementation of training activities for prospective village head						
	j. Carry out other / incidental activities outside the established work program						

4. Achievement of the Work Program of the Center for Training and Assessment Development

No	Work program activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

5. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya, 2019

(Head of Center)

INSTRUMENT

Audit

Head of Center for Science and Technology Marketing

LPPM

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of the Center for PkM and Marketing of Science and Technology states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019

**Head of Center for PkM and
Marketing of Science and Technology**

.....

(signature, name and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No	Questions according to the scope of M&E	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
	a. LPPM organizational structure						
	b. Decree of the Rector of Unesa on the Appointment of the Head of the Center						
	c. Policies and Guidelines						
	d. Service Standards						
	e. Performance contract						
	f. PM/SOP						
2.	Planning policy budget in accordance with contract so that the program can run						
	a. RBA						
	b. TOR Created based on evaluation needs						
3.	Planning and implementing the program						
	a. Unesa's strategic plan						
	b. Center strategic plan						
	c. Work program						
	d. Collecting the PkM needs of lecturers, students, communities, governments, and industries that are adjusted to SIMLITABNAS						
	e. Service Road Map						
	f. Monitoring the work program						
	g. User response instrument						
	h. Administration of meetings and minutes						
	i. Quarterly/final work report						
4.	Science and Technology Marketing Activities						
	a. Development Plan						
	b. HR Improvement						

No	Questions according to the scope of M&E	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	c. Needs survey						
	d. Socialization						
	e. Activity response						
	f. Response evaluation follow-up						
5.	Planning and implementing cooperation with parties outside Unesa for program development						
	a. MoU for domestic cooperation						
	b. Report on the results of domestic cooperation						
	c. MoU of overseas cooperation						
	d. Report on the results of overseas cooperation						
	e. Cooperation user response report						
6.	Conduct program evaluation periodically reporting to LPPM and Vice Rector 1						
	a. Work program achievement report						
	b. Internal quarterly report						
	c. Year-end report to the Rector						
7.	Conducting survey activities related to dedication services, review / supervisor						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
8.	Has a marketable innovation						

9. Achievement of the Work Program of the Center for PkM and Marketing of Science and Technology

No	Work program activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

10. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya, 2019

(Head of Center)

INSTRUMENT

AUDIT

Head of Teacher Professional Education Center (PPG)

LP3M

Universitas Negeri Surabaya

Auditee Name	Audit Date	Audit Officer
	Audit Location	

STATEMENT

The head of the **PPG center head** states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019

PPG center head

.....

(signature, name and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions according to the scope of M&E	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Planning for operations teacher certification to produce professional educators						
a.	Unesa's strategic plan						
b.	LP3M strategic plan						
c.	The Decree of the Rector of Unesa on the Appointment of the Head of PPG is still valid						
d.	PPG annual work program						
e.	Monitoring of PPG work program						
f.	Results of monitoring the achievement of the PPG work program						
g.	Report on the implementation of PPG annual activities						
2.	Distributing operational tasks, providing instructions implementing and supervising teacher certification activities according to established guidelines						
a.	SOP for teacher certification implementation						
b.	Report on the results of teacher certification activities						
3.	Distribute tasks operational tasks, give instructions implementing and supervising educator professional development activities according to established guidelines						
a.	SOP for implementing teacher certification						
b.	Report on the results of teacher certification activities						
4.	Formulating and implementing PPG internal quality assurance and control systems according to Unesa's quality policy						
a.	Unesa quality policy						
b.	Report on the results of PPG quality assurance and control						
5.	Support LP3M activities in domestic and foreign cooperation activities to increase the intensity of activities and foster income generating.						
a.	MoU for domestic cooperation						
b.	Report on the results of domestic cooperation						
c.	MoU of overseas cooperation						
d.	Report on the results of overseas cooperation						

No. (0)	Questions according to the scope of M&E (1)	Workability			Availability Work Documents		Eviden ce
		Implem ented (2)	In the process of (3)	Not Impl eme (4)	Complete (5)	Incomplete (6)	
6.	Directing the process of preparing performance and financial reports in accordance with the provisions and regulations.						
	a. Performance report						
	b. Financial Report						
7	Has innovative and valuable work						

8. Achievement of the Center for Professional Teacher Education (PPG) Work Program

No	Work program activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

9. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya, 2019

(Head of Center)

INSTRUMENT

Audit

Head of the Center for Research and Innovation Strengthening

LPPM

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of the Research and Innovation Strengthening Center states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019

**The Head of the Research and
Innovation Strengthening Center**

.....
(signature, name and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		Implem- ented	In the process of	Not Impl eme	Complete	Incomple- te	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
	a. LPPM organizational structure						
	b. Decree of the Rector of Unesa on the Appointment of the Head of the Center that is still						
	c. Policies and Guidelines						
	d. Service Standards						
	e. Performance contract						
	f. PM/SOP						
2.	Planning policy budget in accordance with contract so that the program can run						
	a. RBA						
	b. TOR Created based on evaluation needs						
3.	Planning and implementing the program						
	a. Unesa's strategic plan						
	b. Center strategic plan						
	c. Work program						
	d. LPPM RIP						
	e. Research Road Map						
	f. Work program monitoring						
	g. User Response Instrument						
	h. Administration of meetings and minutes						
	i. Quarterly/final work report						
4.	Planning and implementing cooperation with parties outside Unesa for program development						
	a. MoU for domestic cooperation						
	b. Report on the results of domestic cooperation						

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	c. MoU on overseas cooperation						
	d. Report on the results of overseas cooperation						
	e. Cooperation user response report						
5.	Conduct program evaluation periodically reporting to LPPM and Vice Rector 1						
	a. Work program achievement report						
	b. Internal quarterly report						
	c. Year-end report to the Rector						
6.	Showing the program strengthening innovation and research						
	a. Improved training/workshops						
	b. Socialization of Internships						
	c. Improved training/workshops						
7.	Conducting survey activities related to research services, innovation improvement, review / supervision						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
8.	Has a marketable innovation						

9. Achievement of the Work Program of the Center for Research and Strengthening Innovation

No	Work program activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

10. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya, 2019

(Head of Center)

INSTRUMENT

Audit

Head of the Center for Arts and Culture

LPPM

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of the Arts and Culture Center states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019
**The Head of the Arts and
 Culture Center**

.....
 (signature, name and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
	a. LPPM organizational structure						
	b. Decree of the Rector of Unesa on the Appointment of the Head of the Center that is still						
	c. Policies and Guidelines						
	d. Service Standards						
	e. Performance contract						
	f. PM/SOP						
2.	Planning policy budget in accordance with contract so that the program can run						
	a. RBA						
	b. TOR Created based on evaluation needs						
3.	Planning and implementing the program						
	a. Unesa's strategic plan						
	b. Center strategic plan						
	c. Work program						
	d. LPPM RIP						
	e. Research Road Map						
	f. Work program monitoring						
	g. User Response Instrument						
	h. Administration of meetings and minutes						
	i. Quarterly/final work report						
4.	Planning and implementing cooperation with parties outside Unesa for program development						
	a. MoU for domestic cooperation						
	b. Report on the results of domestic cooperation						

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
a.	MoU for domestic cooperation						
b.	Report on the results of domestic cooperation						
c.	MoU of overseas cooperation						
d.	Report on the results of overseas cooperation						
e.	Cooperation user response report						
6.	Organizing basic training related to arts and culture and culture						
a.	Activity report						
b.	Impact of coaching						
7.	Organizing activities socialization and or development of research / service in the field of arts and culture						
a.	Activity report						
b.	Impact of coaching						
8.	Conduct program evaluation periodically reporting to LPPM and Vice Rector 1						
a.	Work program achievement report						
b.	Internal quarterly report						
c.	Year-end report to the Rector						
9.	Conducting survey or understanding activities related to						
a.	Survey schedule						
b.	Survey result report						
c.	Follow-up of survey results						
10.	Has a marketable innovation						

11. Achievement of the Center for Arts and Culture Development Work Program

No	Work program activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

12. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya, 2019

(Head of Center)

INSTRUMENT

Audit

Head of the Center for Gender and Child Studies

LPPM

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of the Center for Gender and Children states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019
**The Head of the Center for
 Gender and Children**

(signature, name and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
a.	LPPM organizational structure						
b.	Decree of the Rector of Unesa on the Appointment of the Head of the Center that is still valid						
c.	Policies and Guidelines						
d.	Performance contract						
e.	PM/SOP						
2.	Planning policy budget in accordance with contract so that the program can run						
a.	RBA						
b.	TOR Created based on evaluation needs						
3.	Planning and implementing the program						
a.	Unesa's strategic plan						
b.	Center strategic plan						
c.	Work program						
d.	Monitoring of work program						
e.	Administration of meetings and minutes						
f.	Quarterly/final work report						
4.	Planning and implementing cooperation with parties outside Unesa for program development						
a.	MoU for domestic cooperation						
b.	Report on the results of domestic cooperation						
c.	MoU of overseas cooperation						
d.	Report on the results of overseas cooperation						
e.	Cooperation user response report					V	
5.	Organizing trainings related to gender and children						

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
a.	Activity report						
b.	Impact of coaching						
6.	Organizing activities socialization and or development of gender-related research/service						
7.	Conduct program evaluations periodically reporting to LPPM and Vice Rector 1						
a.	Work program achievement report						
b.	Internal quarterly report						
c.	Year-end report to the Rector						
8.	Conducting survey or understanding activities related to						
a.	Survey schedule						
b.	Survey result report						
c.	Follow-up of survey results						
9.	Has a marketable innovation						

10. Achievement of the Work Program of the Center for Gender and Child Studies

No	Work program activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

11. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya, 2019

(Head of Center)

INSTRUMENT

Audit

Head of Center for Disability Services Studies

LPPM

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of the Disability Service Study Center states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019

**The Head of the Disability
Service Study Center**

.....
(signature, name and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
a.	LPPM organizational structure						
b.	Decree of the Rector of Unesa on the Appointment of the Head of the Center that is still valid						
c.	Policies and Guidelines						
d.	Performance contract						
e.	PM/SOP						
2.	Planning policy budget in accordance with contract so that the program can run						
a.	RBA						
b.	TOR Created based on evaluation needs						
3.	Planning and implementing the program						
a.	Unesa's strategic plan						
b.	Center strategic plan						
c.	Work program						
d.	Monitoring of work program						
e.	Administration of meetings and minutes						
f.	Quarterly/final work report						
4.	Enhancement activities competency development disability studies						
a.	Training/workshop						
b.	Research						
c.	Service						
d.	Other products						
5.	Planning and implementing cooperation with parties outside Unesa for program development						

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		Implemented	In the process of	Not Implemented	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
a.	MoU for domestic cooperation						
b.	Report on the results of domestic cooperation						
c.	MoU of overseas cooperation						
d.	Report on the results of overseas cooperation						
e.	Cooperation user response report						
6.	Conduct basic training related to services						
a.	Activity report						
b.	Impact of coaching						
7.	Organizing activities socialization and or development of research / service in the field of disability studies						
8.	Conduct program evaluation periodically reporting to LPPM and Vice Rector 1						
a.	Work program achievement report						
b.	Internal quarterly report						
c.	Year-end report to the Rector						
9.	Conducting survey or understanding activities related to						
a.	Survey schedule						
b.	Survey result report						
c.	Follow-up of survey results						
10.	Has a marketable innovation						

11. Achievement of the Work Program of the Disability Services Study Center

No	Work program activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

12. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya,2019

- (Head of Center)

INSTRUMENT

Audit

Head of Literacy Study Center

LPPM

Universitas Negeri Surabaya

Auditee Name	Audit Date	Auditor Officer
	Location	

STATEMENT

The Head of the **Literacy Center** states that the filling of data and information on all questions in this instrument is true according to the facts, and is open to verification by the Unesa Quality Assurance Center Team.

Surabaya, 2019

The Head of the Literacy Center

.....
(signature, name and seal)

Instruction: Put a mark (√) in column (2) to (6). If the answer is "In the Process of Implementation", provide evidence and fill it in column (7).

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		None	In Proses	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Lead personnel according to the existing organizational structure						
a.	LPPM organizational structure						
b.	Decree of the Rector of Unesa on the Appointment of the Head of the Center that is still valid						
c.	Policies and Guidelines						
d.	Performance contract						
e.	PM/SOP						
2.	Planning policy budget in anggaran sesuai dengan kontrak agar program dapat berjalan						
a.	RBA						
b.	TOR Created based on evaluation needs						
3.	Planning and implementing the melaksanakan program						
a.	Unesa's strategic plan						
b.	Center strategic plan						
c.	Work program						
d.	Monitoring of work program						
e.	Administration of meetings and minutes						
f.	Quarterly/final work report						
4.	Planning and implementing melaksanakan kerjasama dengan pihak luar Unesa untuk pengembangan program						
a.	MoU for domestic cooperation						
b.	Report on the results of domestic cooperation						
c.	MoU of overseas cooperation						
d.	Report on the results of overseas cooperation						
e.	Cooperation user response report						
5.	Organizing coaching academic community						

No.	Questions According to Scope	Workability			Availability Work Documents		Evidence
		None	In Process	Available	Complete	Incomplete	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	a. Activity report						
6.	b. Impact of coaching						
	Conduct program evaluation periodically report to LPPM and Vice Rector 1						
	a. Work program achievement report						
	b. Internal quarterly report						
	c. Year-end report to the Rector						
7.	Conducting survey or awareness activities related to literacy						
	a. Survey schedule						
	b. Survey result report						
	c. Follow-up of survey results						
8	Has a marketable innovation						

9. Achievement of the Literacy Study Center Work Program

No	Work program activity name	Work program sub-activity	Target	Achievement	Constraints	Upload Evidence / Documents
1						
2						
3						
Dst.						

10. Obstacles and Follow-up Plan (RTL)

Constraints/deficiencies	Follow-up plan/resolution

Surabaya,2019

- (Head of Center)