

REPORT

QUALITY ASSURANCE UNIT	2023	GASAL
---------------------------------------	-------------	--------------

**Monitoring and Evaluation of Learning in Odd
Semester 2023-2024
Faculty of Engineering
State University of Surabaya**



**QUALITY ASSURANCE
UNIT
FACULTY OF
ENGINEERING**

2023

Endorsement Page

Stating that the Faculty of Engineering Learning Monitoring and Evaluation Report is made with truth.



Surabaya, December 29, 2023
Chairman of GPM Faculty of
Engineering



Dr. Subuh Isnur Haryudo, S.T., M.T.
NIP. 197508202008121003

I. Recapitulation of Non-Conformity Results of Monitoring and Evaluation of Learning Faculty of Engineering

Item	Item No.	Mechanical Engineering Cluster (PTM)			Electrical Engineering (TE) Cluster				Civil Engineering Cluster (TS)			Informatics Engineering Cluster (TIF)				Family Welfare Education Cluster (PKK)					% Average Moderation of Prodi in TM, TE, TS, Tif, & PKK	
		TM Study Program	PTM Study Program	% Y1 Average	TE Master's Program	PTE Study Program	TE Program	% Y2 Average	PTB Study Program	TS Study Program	% Y3 Average	PTI Study Program	SI Study Program	IT Study Program	% Y4 Average	TBG Study Program	TBS Study Program	TR Study Program	Nutrition Program	% Y5 Average		
Preparation	1														33.3					8.33	1.7	
	2											33.3			11.1					33.3	8.33	3.9
	3	33.3		16.7								33.3			11.1							5.6
	4															33.3					8.33	1.7
	5																					
	6																					
	7																					
	8	33.3		16.7																		3.3
	9																					
	10																					
	11																					
	12																					
Implementation	13																					
	14																					
	15																					
	16																					
	17																					
	18																					
	19																					
	20																					
	21																					
	22																					
	23																					
	24																					
	25																					
	26															33.3					8.33	1.7
	27															33.3					8.33	1.7
	28									33.3	16.7	33.3		33.3	22.2	33.3	33.3				16.7	11.1
Evaluation	29		33.3	16.7					33.3	33.3	16.7	33.3	33.3		22.2	33.3	33.3			16.7	14.4	
	30											33.3					33.3				8.33	1.7
	31				33.3	33.3		22.2	33.3	33.3	16.7	33.3	33.3	33.3	33.3		33.3				8.33	16.1
	32					33.3		11.1	33.33	33.33	33.3		33.3		11.1				33.3		8.33	12.8
	33																					
	34								33.3	33.3	16.7	33.3			11.1	33.3					8.33	7.2

II. Table Description of Non-Conformity of Monitoring and Evaluation of Online and Offline Learning at the Faculty of Engineering

(filled in based on non-conformities as in the table of part I)

a. Study Program: S1 Mechanical Engineering

Item No.	Problem Description	Root of the Problem	Follow-up Plan
3	The developed SSP has been endorsed by Koorprodi	The RPS used has not been approved by the coordinator.	The RPS used is immediately approved by the coordinator.

b. Study Program: S1 Mechanical Engineering Education

No. Grain	Problem Description	Root of the Problem	Follow-up Plan
29	Lecturers have not returned assignments that has been assessed to students.	Assignments have not been returned because corrections have not been completed	Task return can be done by the system

c. Study Program: S1 Electrical Engineering Education

Item No.	Problem Description	Root of the Problem	Follow-up Plan
Additional	Course RPS has not been filled in completely on SIDIA (Sinai Digital Unesa) by the lecturer in charge of the course	Not yet equipped	Completed immediately

d. Study Program: S1 Building Engineering Education

Item No.	Problem Description	Root of the Problem	Follow-up Plan
29	Lecturers have not returned graded assignments to students.	Assignments have not been returned because corrections have not been completed	Task return can be done by system
31	Lecturers have not compiled rubric for midterm and final exam assessment	There is no assessment rubric	Assessment rubric is prepared
34	UTS results are handed back to students	UTS assessment not yet completed	Immediately hand back the assessed UTS results

e. Study Program: S1 Civil Engineering

Item No.	Problem Description	Root of the Problem	Follow-up Plan
28	Lecturers have not provided an assessment of the assignments given to student	The number of additional assignments makes assignment corrections carried out at the end of the semester	If possible, correction or assessment can be done by system so that it is easy

Item No.	Problem Description	Root of the Problem	Follow-up Plan
29	Lecturers have not returned graded assignments to students.	Assignments have not been returned because corrections have not been completed	Task return can be done by the system
30	The questions in the mid-term test have not been validated (measuring high order thinking)	Lecturers have not done validation when conducting UTS	Lecturers validate before the midterm exam
31	Lecturers have not compiled rubric for midterm and final exam assessment	There is no assessment rubric	Assessment rubric is prepared
34	UTS results are handed back to students	UTS assessment not yet completed	Immediately hand back the assessed UTS results

f. Study Program: S1 Informatics Engineering Education

Item No.	Problem Description	Root of the Problem	Follow-up Plan
28	Lecturers have not provided an assessment of the assignments given to student	The number of additional assignments makes assignment corrections carried out at the end of the semester	If possible, correction or assessment can be done by system so that it is easy
29	Lecturers have not returned assignments that has been assessed to students.	Assignments have not been returned because corrections have not been completed	Task return can be done by the system
30	The questions in the mid-term test have not been validated (measuring high order thinking)	Lecturers have not done validation when conducting UTS	Lecturers validate before the midterm exam
31	Lecturers have not compiled rubrics for the assessment of mid-term tests and UAS	There is no assessment rubric	Assessment rubric is prepared
34	UTS results are handed back to students	UTS assessment not yet completed	Immediately hand back the assessed UTS results

g. Study Program: S1 Information Systems

Item No.	Problem Description	Root of the Problem	Follow-up Plan
2	RPS has not been validated by the team in the science clump	The RPS used has not been validated.	The RPS used is immediately requested for validation
3	The developed SSP has been endorsed by Koorprodi	The RPS used has not been approved by the coordinator.	The RPS used is immediately approved by the coordinator.
29	Lecturers have not returned graded assignments to students.	Assignments have not been returned because corrections have not been completed	Task return can be done by the system

31	Lecturers have not compiled	There is no assessment rubric	Assessment rubric is prepared
Item No.	Problem Description	Root of the Problem	Follow-up Plan
	rubric for midterm and final exam assessment		
32	UTS has not been carried out according to the schedule stated in the RPS	UTS day was changed due to additional assignments.	UTS activities can be carried out online to fit the schedule

h. Study Program: S1 Informatics Engineering

Item No.	Problem Description	Root of the Problem	Follow-up Plan
28	Lecturers have not provided an assessment of the assignments given to student	The number of additional assignments makes assignment corrections carried out at the end of the semester	If possible, correction or assessment can be done by system so that it is easy
31	Lecturers have not compiled rubrics for the assessment of mid-term tests and UAS	There is no assessment rubric	Assessment rubric is prepared

i. Study Program: Bachelor of Culinary Education

Item No.	Problem Description	Root of the Problem	Follow-up Plan
1	The RPS has not been designed and has not been developed by lecturers independently/group accordingly. with the development of science and technology	No RPS updates have been made to siakadu or sidia.	Immediately update RPS on siakadu or sidia
26	Lecturers have not started and ended the lecture according to the schedule	There are adjustments to lecture activities due to lecturer activities, for example there are meeting	Synchronous and asynchronous learning can be created to fit the schedule.
27	Lecturers have not provided an assessment of student participation (attendance, activeness and behavior) in the class. learning	Assessment conducted is not documented	Conduct documentation for assessment
28	Lecturers have not provided an assessment of the assignment given to students	The number of additional assignments makes assignment corrections carried out at the end of the semester	If possible, correction or assessment can be done by system so that it is easy
29	Lecturers have not returned graded assignments to students.	Assignments have not been returned because corrections have not been completed	Task return can be done by the system
31	Lecturers have not compiled rubric for midterm and final exam assessment	There is no assessment rubric	Assessment rubric is prepared

34	UTS results are handed back to students	UTS assessment not yet completed	Immediately hand back the assessed UTS results
----	---	----------------------------------	--

j. Study Program: S1 Fashion Education

Item No.	Problem Description	Root of the Problem	Follow-up Plan
4	The RPS has not yet contained learning outcomes according to KKNI which consists of knowledge, attitudes, general skills and specialized skills	Lecturers have not updated the RPS	Update RPS immediately
28	Lecturers have not provided an assessment of the assignment given to students	The number of additional assignments makes assignment corrections carried out at the end of the semester	If possible, correction or assessment can be done by system so that it is easy
29	Lecturers have not returned assignments that has been assessed to students.	Assignments have not been returned because corrections have not been completed	Task return can be done by the system
30	The questions in the mid-term test have not been validated (measuring high order thinking)	Lecturers have not done validation when conducting UTS	Lecturers validate before the midterm exam

k. Study Program: S1 Cosmetology Education

Item No.	Problem Description	Root of the Problem	Follow-up Plan
31	Lecturers have not compiled rubric for UTS and UAS assessment	There is no assessment rubric	Assessment rubric is prepared

III. Generic Description

The Faculty of Engineering at State University of Surabaya oversees five clusters, namely the clusters of Electrical Engineering, Mechanical Engineering, Civil Engineering, PKK and Informatics Engineering with thirteen undergraduate programs (S1) and one master's program (S2). Learning carried out in the 2023/2024 odd semester is carried out in a *hybrid* manner: a combination of online and offline lectures in accordance with the provisions of the COVID-19 health protocol.

Based on the results of monitoring and evaluation (monev) of learning, study programs at the Faculty of Engineering have implemented the curriculum by including learning preparation, making lesson plans that have led to the latest OBE-based curriculum (*outcome-based education*) and have used a *student centered* approach. By applying this approach, almost all students are actively involved in all learning processes, thus creating a conducive academic atmosphere in teaching and learning.

In general, the M&E of learning found some discrepancies, such as changes in the midterm exam schedule, the non-return of assignment assessment results, or the absence of the study program coordinator's validation on the RPS. However, these discrepancies do not directly affect the learning process. Learning M&E is carried out regularly and is driven by the Quality Assurance Group (GPM) of the Faculty of Engineering. This is thanks to the good cooperation and coordination between study programs through UPM with GPM Faculty of Engineering, and BPM Unesa.

The availability of infrastructure and implementation of health protocols for learning and offline has been prepared by each study program and is suitable for use.

IV. Attachment:

- a. Lecturer Learning Monitoring Results (instrument)**
- b. Minutes of Monitoring Lecturer Learning**
- c. Documentary evidence that is required by the instrument,**
(evidence in the form of *screenshots* can be added directly in the "Evidence / Testimony" column, as well as if the material is in the form of a link / link can also be added directly to the column. Evidence is uploaded on the *gdrive link* provided)



ASSURANCE CLUSTER QUALITY

Attachment

NON- LECTURER LEARNING MONITORING RESULTS

On this day, **Wednesday, November 08, 2023**, monitoring of State University of Surabaya Lecturer learning in 2023-2024 was carried out at the Faculty of Engineering in the **Civil Engineering Undergraduate** Study Program.

M&E Team,

1. Meity Wulandari, S.T., M.T.

2. Wahyu Dwi Mulyono, S.Pd., M.Pd.

Signature,

1.

2.

Knowing,
Coordinator of S1 Civil Engineering Study Program,

Yogie Risdianto, S.T., M.T.
NIP. 197507192005011001



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	RPS has not been approved by the coordinator.	
2	Assignments are not returned	
3	UTS questions have not been validated	
4	UTS questions were not returned to students	
5		

Money Team,

1. Meity Wulandari, S.T., M.T.

2. Wahyu Dwi Mulyono, S.Pd., M.Pd.

Surabaya, November 08, 2023 Approved,
 Money lecturers,

1. Danayanti Azmi Dewa Nusantara, S.T., M.T.

2.

Knowing,
 Coordinator of S1 Civil Engineering Study Program,

Yogie Risdianto, S.T., M.T.
 NIP. 197507192005011001

*Cross out those that do



Attachment

NON- LECTURER LEARNING MONITORING RESULTS

On this day, **Thursday**_ Date **02 November 2023**, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the **Civil Engineering Undergraduate** Study Program.

M&E Team,

1. Heri Suryaman, S.Pd., M.Pd.

2. Meity Wulandari, S.T., M.T.

Signature,

1. 

2. 

Knowing,

Coordinator of S1 Civil Engineering Study Program,


Yogie Risdianto, S.T., M.T.

NIP. 197507192005011001



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	-	-
2	-	-
3	-	-
4	-	-
5	-	-

Surabaya, November 02, 2023 Approved,

M&E Team,

1.  Heri Suryaman, S.Pd., M.Pd.

2.  Meity Wulandari, S.T., M.T.

Lecturers who are

1.  M. Imaduddin, S.T., M.T.

2.

Knowing,
 Coordinator of S1 Civil Engineering Study


Yogie Risdianto, S.T., M.T.
 NIP. 197507192005011001

*Cross out those that do



Attachment

NON- LECTURER LEARNING MONITORING RESULTS

On this day, **Tuesday, November 07, 2023**, monitoring of State University of Surabaya Lecturer learning in 2023-2024 was carried out at the Faculty of Engineering in the **Civil Engineering Undergraduate** Study Program.

M&E Team,

1. Yogie Risdianto, S.T., M.T.

2. Meity Wulandari, S.T., M.T.

Signature,

1.

2.

Knowing,
Coordinator of S1 Civil Engineering Study Program,

Yogie Risdianto, S.T., M.T.
NIP. 197507192005011001



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	Lecturers do not return graded assignments to students.	-
2	The questions in the mid-term test have not been validated.	-
3	Lecturers have not compiled a rubric for the assessment of UTS and UAS	-
4	UTS results have not been handed back to students	-
5	-	-

Surabaya, November 07, 2023

M&E Team,

1.  Yogie Risdianto, S.T., M.T.

2.  Meity Wulandari, S.T., M.T.

Approved,
 Lecturers who are

1.  Abdiyah Amudi, S.T., M.T.

2.

Knowing,
 Coordinator of S1 Civil Engineering Study


Yogie Risdianto, S.T., M.T.
 NIP. 197507192005011001

*Cross out those that do



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, Monday, November 14, 2023, monitoring of State University of Surabaya Lecturers' learning in 2023-2024 was carried out at the Faculty of Engineering in the Bachelor of Fashion Education Study Program.

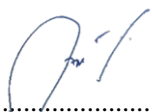
M&E Team,

1. Nia Kustianti, S.Pd., M.Pd.,

2. Mita Yuniati, S.Pd., M.Pd.

Signature,

1. 

2. 

Knowing, Coordinator
of the Bachelor of Fashion
Education Study Program



Imami Arum Tri Rahayu, S.Pd., M.Pd.

NIP. 198112012015042002



**MINUTES OF MONITORING
LECTURER LEARNING
ODD SEMESTER 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	Lecturers provide an assessment of the assignments given to students	Assignment score
2	Lecturers return graded assignments to students.	Proof of assignment return
3	The questions in the final exam*) have been validated.	Validated questions

Monev Team,

1. Nia Kustianti, S.Pd., M.Pd.,

2. Mita Yuniati, S.Pd., M.Pd.

Surabaya, Approved,
Monev lecturers,

1. Ma'rifatun Nashikhah, S.Pd., M.Pd.

Knowing, Coordinator
of the Bachelor of Fashion
Education Study Program

Imami Arum Tri Rahayu, S.Pd., M.Pd.

NIP. 198112012015042002

*Cross out those that do



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, Wednesday, November 8, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Building Engineering Education Study Program.

M&E Team,

Signature,

1. Heri Suryaman, S.Pd., M.Pd.

1.

2. Wahyu Dwi Mulyono, S.pd., M.Pd.

2.

Knowing,

Coordinator of S1 PTB Study Program,

Dr. Gde Agus Yudha Prawira Adistana, S.T., M.T.

NIP. 198105132015041001

*Cross out those that do not fit



**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	Lecturers return graded assignments to students	Return the task immediately
2	UTS results are handed back to students	Immediately submit the results of the UTS that have been assessed

Surabaya, November 8, 2023

Monev Team,

1. Heri Suryaman, S.Pd., M.Pd.

2. Wahyu Dwi Mulyono, S.pd., M.Pd.

Approved,
Monev lecturers,

1. Ir. Purwo Mahardi, S.T., M.Sc.

2. Meity Wulandari, S.T., M.T.

Knowing,
Coordinator of S1 PTB Study Program,

Dr. Gde Agus Yudha Prawira Adistana, S.T., M.T.

NIP. 198105132015041001



Attachment

**MINUTES OF MONITORING
LECTURER LEARNING
DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS
ODD/EVEN SEMESTER* 2023/2024**

On this day, Friday, November 17, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Cosmetology Education S1 Study Program.

M&E Team,

1. Dr. Deny Arifiana, S.Pd., M.A.

2. Nur Ilahi Anjani, S.Ked., M.Kes.

Signature,

1. 

2. 

Knowing,
Coordinator of the Cosmetology Education S1 Study Program,



Nia Kusstianti, S.Pd., M.Pd.

NIP. 197712172006042001

NIP. 197712172006042001



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	Lecturers have not made a rubric for UTS assessment	Lecturers make a rubric for UTS assessment
2		
3		
4		
5		
6		
7		
8		

Monev Team,

1. Dr. Deny Arifiana, S.Pd., M.A.

2. Nur Ilahi Anjani, S.Ked., M.Kes.

Surabaya, Approved,
 Monev lecturers,

1. Nia Kusstianti, S.Pd., M.Pd.

2. Dindy Sinta Megasari, S.Pd., M.Pd.

Knowing,
 Coordinator of the Cosmetology Education S1 Study Program,

*Cross out those that do

Nia Kusstianti, S.Pd., M.Pd.



**MINUTES OF MONITORING
LECTURER LEARNING
ODD SEMESTER 2023/2024**

On this day, Monday, November 06, 2023, monitoring of State University of Surabaya Lecturer learning in 2023-2024 was carried out at the Faculty of Engineering in the S1 Mechanical Engineering Study Program.

M&E Team,

1. Priyo Heru Adiwibowo, S.T., M.T.

2. Akhmad Hafizh Ainur Rashid, S.T., M.T.

Signature,

1. 

2. 

Knowing,
Coordinator of S1 Mechanical Engineering Study Program,



Priyo Heru Adiwibowo, S.T., M.T. NIP.

197604022005011002

NIP. 197604022005011002




Attachment

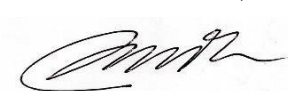
DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS


No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1		
2		
3		
4		
5		
6		
7		
8		

Monev Team,

Surabaya,
Approved,
Monev lecturers,


1. Priyo Heru Adiwibowo, S.T., M.T.


1. Indra Herlamba Siregar, S.T., M.T.


2. Akhmad Hafizh Ainur Rashid, S.T., M.T.

Knowing,
Coordinator of S1 Mechanical Engineering Study Program,

*Cross out those that do


Priyo Heru Adiwibowo, S.T., M.T.



KF MF NTF RIAN PF NDInIKAN, KFRt JDAYAAN, RISFT, AND TF KNrJL£GI
 'NIVr tiII Av NFt" liI hJnAiiAYA
 I AKT II \"Ah I t k Nik

QUALITY ASSURANCE GROUP (GPM)

Pampue xetlmang

JaIan ketIntang, Surabaya
 Knrlr pm 6021a
 I rlrpnn: +f2:4 I R2 R0009,

Faks. 031-8280796

BIR IFA A CAtt A
 MtINTOIII I8i€. PURCHASING ft AN DOSEN
 DURING FR t. ANJ VENA P* 2f125/2024

Pada hari ini, Gelasa Tanggal 14 bulan November tahun 2023, telah
 'lil.ikuk:ua intent ttirinp Learning Lecturer State University Surabav, year 2f123-2f)24
 yang dilaksanakan di Fakultas TEKNIK pada Program Studi SI Pend Teknik Mernn.

Tim Monet,

Ta l angam,

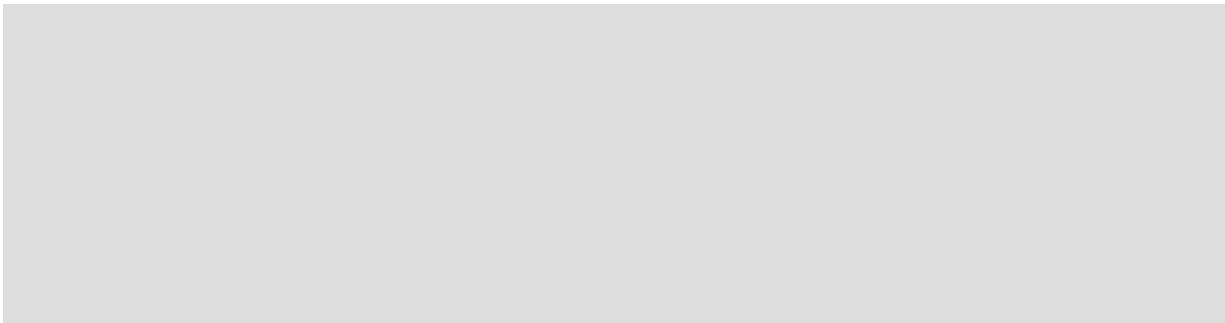
z ! " ?ls-s "Sv-??w "v??"i^{o1}*J^o

2.

Knowing,
 Study Program Coordinator... ..@ ..

Ir. Wahyu Dwi Kurniawan,
 NIP. 1983 12 15 2015 091001

"Cross out *those that* are not suitable



Lampiran

KETIDAKSESUAIAN HASIL MONITORING PEMBELAJARAN

No	BUTIR KETIDAKSESUAIAN	DOKUMEN YANG HARUS
1	Referensi dan buku ajar perlu ditambah	penambahan referensi
2		
3		
4		
5		
6		
7		
8		


...drt r'orn6- ...pd * u 1

Ali Hasbi R. Spd, Mpd



Wahyu Dwi Kusnawan, s.pd, m.pd

s'P'u



Wahyu Dwi K. Spd, Mpd
NIP. 19831215 2015 09 1 001

www.unesa.ac.id | "Growing with character"




Attachment

NON- LECTURER LEARNING MONITORING RESULTS

On this day, Wednesday, November 08, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Electrical Engineering Education S1 Study Program.

M&E Team,

1. Fendi Achmad, S.Pd., M.Pd.

Signature,
1. 

2. Dr. Nur Kholis, S.T., MT

2. 

Knowing,
Coordinator of the S1 Electrical Engineering Education Study Program,



Dr. Nur Kholis, S.T., M.T NIP.

197205212008121003



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	The course RPS has not been filled in completely in SIDIA (Sinau Digital Unesa) by the lecturer teaching the course.	Need for some kind of internal training at the FT level related to SIDIA (Sinau Digital Unesa)
2		
3		
4		

Surabaya, 01-11-2023

M&E Team,

1 Fendi Achmad, S.Pd., M.Pd

Approved,
 Lecturers who are
 monitored,

1. Dr. Rina Harimurti, S.Pd., M.T.

2. Dr. Nur Kholis, S.T., MT

2.

Knowing,
 Coordinator of the S1 Electrical Engineering Education Study
 Program,

Dr. Nur Kholis, S.T., M.T NIP.

*Cross out those that do 197205212008121003



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, Tuesday, November 7, 2023, monitoring of State University of Surabaya Lecturer learning in 2023-2024 was carried out at the Faculty of Engineering in the Mechanical Engineering Undergraduate Study Program.

M&E Team,

Signature,

1. Priyo Heru Adiwibowo

1.

2. Mochamad Arif Irfa'i2.

.....

Knowing,
Coordinator of S1 Mechanical Engineering Study Program,

Priyo Heru Adiwibowo, ST, MT

NIP. 197604022005011002



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	RPS has not been authorized by Koorprodi	The RPS must be approved by the Cooproducor.
2	Lecturers have not returned graded assignments to students	Graded assignments are returned to students
3		

Surabaya, November 7, 2023

Monev Team,

- Priyo Heru Adiwibowo
- Mochamad Arif Irfai




Approved,
 Monev lecturers,

- Diastian Vinaya Wijanarko, S.T., M.T.
-



Knowing,
 Coordinator of S1 Mechanical Engineering Study Program,



Priyo Heru Adiwibowo, ST, MT
 NIP. 197604022005011002

*Cross out those that do



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, Monday, December 04, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Catering Education S1 Study Program.

M&E Team,

1. Dr. Sri Handajani, M, Kes

2. Nurul Farikhatir Rizkiyah, S.Pd., M.Pd.

Signature,

1.

2.

Knowing,

Coordinator of the Cosmetology Education S1 Study Program


Dr. Sri Handajani, M.Kes
NIP. 197102101997022002



**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	RPS has not been approved by the caprodi	RPS that has been approved by the caprodi
2	Lecturers have not given assignments to students	Documents of assignments given to students
3		
4		
5		

Monev Team,

1. Dr. Sri Handajani, M.Kes

2. Nurul Farikhatir Rizkiyah, S.Pd., M.Pd.

Surabaya, Approved,
Monev lecturers,

1. Mauren Gita Miranti, S.Pd., M.Pd.

Knowing,
Coordinator of the Cosmetology Education S1 Study Program

Dr. Sri Handajani, M.Kes

NIP. 197102101997022002

*Cross out those that do

**MINUTES OF MONITORING
LECTURER LEARNING
ODD SEMESTER 2023/2024**

On this day, Monday, November 13, 2023, monitoring of State University of Surabaya Lecturers' learning in 2023-2024 was carried out at the Faculty of Engineering in the Bachelor of Fashion Education Study Program.

M&E Team,

Signature,

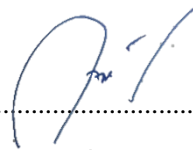
1. Sri Dwiyanti, S.Pd., M.PSDM.

1.



2. Mita Yuniati, S.Pd., M.Pd.

2.



Knowing, Coordinator
of the Bachelor of Fashion
Education Study Program



Imami Arum Tri Rahayu, S.Pd., M.Pd.

NIP. 198112012015042002



MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY
STATE UNIVERSITY OF SURABAYA
FACULTY OF ENGINEERING

QUALITY ASSURANCE GROUP (GPM)

Ketintang Campus

Ketintang Street, Surabaya

Zip code 60231

Phone: +6231-8280009,

Aircraft: 500-510

Fax. 031-8280796

*Cross out those that do not fit

www.unesa.ac.id | *“Growing with character”*

www.unesa.ac.id | *“Growing with character”*

QUALITY ASSURANCE GROUP (GPM)

Attachment

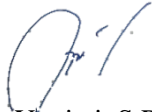
DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1		
2		
3		
4		
5		
6		

Monev Team,

Surabaya, Approved,
Monev lecturers,

1. Sri Dwiyantri, S.Pd., M.PSDM.



2. Mita Yuniati, S.Pd., M.Pd.

1. Drs. Ee. Mejn Kharnolis. M.SM.



Knowing,
Coordinator of the Bachelor
of Fashion Education Study
Program



Imami Arum Tri Rahayu, S.Pd., M.Pd.

NIP. 198112012015042002

*Cross out those that do



**MINUTES OF MONITORING
LECTURER LEARNING ODD/EVEN
SEMESTER* 2023/2024**

On this day, Thursday, November 16, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Cosmetology Education S1 Study Program.

M&E Team,

1. Dr. Inty Nahari, S.Pd., M.Ds.

2. Nia Kusstianti, S.Pd., M.Pd.

Signature,

1.

2.

Knowing,
Coordinator of the Cosmetology Education S1 Study Program,

Nia Kusstianti, S.Pd, M.Pd

NIP. 197712172006042001



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	-	-
2		
3		
4		
5		
6		
7		

Surabaya,

Approved,
Monev lecturers,

Monev Team,

1. Dr. Inty Nahari, S.Pd., M.Ds.

1. dr.Nieke Andina Wijaya, M.Biomed, Sp.K K

2. Nia Kusstianti, S.Pd., M.Pd.

2. Nur Ilahi Anjani, S.Ked, M.Kes.

3. M.A.Hanny Ferry Fernanda, S.Farm, M.Farm

Knowing,

Coordinator of the Cosmetology Education S1 Study Program,

*Cross out those that do

Nia Kusstianti, S.Pd, M.Pd

NIP. 197712172006042001



**MINUTES OF MONITORING
LECTURER LEARNING
ODD SEMESTER 2023/2024**

On this day, Monday, November 16, 2023, monitoring of State University of Surabaya Lecturers' learning in 2023-2024 was carried out at the Faculty of Engineering in the Bachelor of Fashion Education Study Program.

M&E Team,

Signature,

1. Sri Usodoningtyas, S.Pd., M.Pd.

1.

2. Imami Arum Tri Rahayu, S.Pd., M.Pd.

2.

Knowing, Coordinator
of the Bachelor of Fashion
Education Study Program

Imami Arum Tri Rahayu, S.Pd., M.Pd.

NIP. 198112012015042002



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	RPS has contained learning outcomes according to KKNI which consists of knowledge, attitudes, skills general and specialized skills	
2	Lecturers upload teaching materials and or supporting media	
3	Lecturers compile a rubric for UTS assessment	

Monev Team,

Surabaya, Approved,
Monev lecturers,

1. Sri Usodoningtyas, S.Pd., M.Pd.

1. Dr. Deny Arifiana, S.Pd., M.A.

2. Imami Arum Tri Rahayu, S.Pd., M.Pd.

Knowing, Coordinator
of the Bachelor of Fashion
Education Study Program

Imami Arum Tri Rahayu, S.Pd., M.Pd.

NIP. 198112012015042002



MINISTRY OF EDUCATION, CULTURE, RESEARCH
AND TECHNOLOGY

STATE UNIVERSITY OF SURABAYA

QUALITY ASSURANCE AGENCY

Lidah Wetan Campus, Jalan Lidah Wetan, Surabaya 60213

+6231- 99421834, 99421835, Fax: +6231- 99424002

Website: <https://lpm.unesa.ac.id>, email: ppm@unesa.ac.id

**MINUTES OF MONITORING
LECTURER LEARNING
ODD SEMESTER 2023/2024**

Today, Thursday, November 6, 2023, monitoring of learning for State University of Surabaya Lecturers for the odd semester of 2023 /2024 has been carried out at the Faculty of Engineering in the Information Systems S1 Study Program.

M&E Team,

Signature,

1. Bonda Sisepaputra, S.Kom., M.Kom.

1.

2. I Kadek Dwi Nuryana, M.Kom.

2.

Knowing,
Coordinator of S1 Information Systems Study Program

A handwritten signature in blue ink, appearing to read 'Nuryana', is written over a light blue horizontal line.

I Kadek Dwi Nuryana, M.Kom.
NIP. 198104142009121004

Notes:

These minutes and attachments are made in duplicate 4 (four). The first sheet is for the faculty, the 2nd sheet (two) for the study program, the 3rd sheet (three) for LPM, the 4th sheet (four) for GPM.



MINISTRY OF EDUCATION, CULTURE, RESEARCH
AND TECHNOLOGY

STATE UNIVERSITY OF SURABAYA

QUALITY ASSURANCE AGENCY

Lidah Wetan Campus, Jalan Lidah Wetan, Surabaya 60213

+6231- 99421834, 99421835, Fax: +6231- 99424002

Website: <https://lpm.unesa.ac.id>, email: ppm@unesa.ac.id

Attachment.

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	Domain and Nonconformance Item Number	Description	Follow-up that must be done
1	Lecturer gives assessment for assignments given to students	Lecturers do not provide assessment of student assignments	
2	Lecturers return graded assignments to students.	Lecturers do not return assignments because they are not graded	
3	Lecturers compile the rubric for the assessment of UTS and UAS	Lecturers do not compile the rubric for the assessment of UTS and UAS	
4	UTS results are handed back to students	The midterm exam has not yet been graded	
5	RPS has been validated by a team in the science clump	RPS is not validated by the team in the science clump	
6	RPS that has been developed has been authorized by the Head of Study Program	RPS has not been approved by the Head of Study Program	

Monev Team,

Surabaya, November 6, 2023 Approved,
Monev lecturers,

1. Bonda Sisephaputra, M.Kom.

1. Ghea Sekar Palupi, S.Kom., M.I.M.

2. I Kadek Dwi Nuryana, M.Kom.

Knowing,
Coordinator of S1 Information Systems Study Program

I Kadek Dwi Nuryana, M.Kom.
NIP. 198104142009121004



**MINUTES OF MONITORING
LECTURER LEARNING
ODD SEMESTER 2023/2024**

On this day, Tuesday, the seventh of November 2023, monitoring of State University of Surabaya Lecturers' learning in 2023-2024 was carried out at the Faculty of Engineering in the S1 Building Engineering Education Study Program.

M&E Team,

Signature,

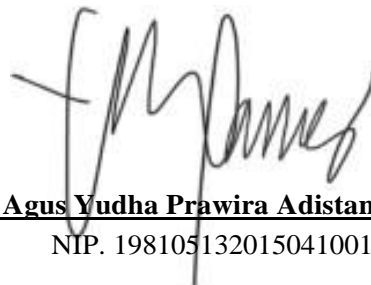
1. Wahyu Dwi Mulyono, S.Pd., M.Pd.

1. 

2. Yogie Risdianto, S.T., M.T.

2. 

Knowing,
Coordinator of S1 Building Engineering Education Study Program



Dr. Gde Agus Yudha Prawira Adistana, S.T., M.T.

NIP. 198105132015041001

*Cross out those that do not fit



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	There is no assessment rubric yet	Rubric for UTS and UAS assessment
2		
3		

Monev Team,

1. Wahyu Dwi Mulyono, S.Pd., M.Pd.

2. Yogie Risdianto, S.T., M.T..

Surabaya, Approved,
Monev lecturers,

1. Heri Suryaman, S.Pd., M.Pd.

Knowing,

Coordinator of S1 Building Engineering Education Study Program

Dr. Gde Agus Yudha Prawira Adistana, S.T., M.T.

NIP. 198105132015041001



MINISTRY OF EDUCATION, CULTURE, RESEARCH
AND TECHNOLOGY

STATE UNIVERSITY OF SURABAYA

QUALITY ASSURANCE AGENCY

Lidah Wetan Campus, Jalan Lidah Wetan, Surabaya 60213

+6231- 99421834, 99421835, Fax: +6231- 99424002

Website: <https://lpm.unesa.ac.id>, email: ppm@unesa.ac.id

**MINUTES OF MONITORING
LECTURER LEARNING
ODD SEMESTER 2023/2024**

Today, Thursday, November 6, 2023, monitoring of learning for State University of Surabaya Lecturers for the odd semester of 2023 /2024 has been carried out at the Faculty of Engineering in the Information Systems S1 Study Program.

M&E Team,

Signature,

1. Ghea Sekar Palupi, S.Kom., M.I.M.

1.

2. I Kadek Dwi Nuryana, M.Kom.

2.

Knowing,
Coordinator of S1 Information Systems Study Program

A handwritten signature in blue ink, appearing to read 'Nuryana', is written over a light blue horizontal line.

I Kadek Dwi Nuryana, M.Kom.
NIP. 198104142009121004

Notes:

These minutes and attachments are made in duplicate 4 (four). The first sheet is for the faculty, the 2nd sheet (two) for the study program, the 3rd sheet (three) for LPM, the 4th sheet (four) for GPM.



MINISTRY OF EDUCATION, CULTURE, RESEARCH
AND TECHNOLOGY

STATE UNIVERSITY OF SURABAYA

QUALITY ASSURANCE AGENCY

Lidah Wetan Campus, Jalan Lidah Wetan, Surabaya 60213

+6231- 99421834, 99421835, Fax: +6231- 99424002

Website: <https://lpm.unesa.ac.id>, email: ppm@unesa.ac.id

Attachment.

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	Domain and Nonconformance Item Number	Description	Follow-up that must be done
1	Lecturers carry out lectures according to the SIAKADU schedule	Due to teaching conditions that sometimes conflict with meetings, the lecture schedule is made more flexible according to the agreement between the lecturers. lecturers and students	
2	Lecturers start and end lectures according to schedule	Lectures are conducted according to the conditions, not based on the schedule. for sure	

Monev Team,

Surabaya, November 6, 2023 Approved,
Monev lecturers,

1. Ghea Sekar Palupi, S.Kom., M.I.M.

1. Bonda Sisephaputra, S.Kom., M.Kom.

2. I Kadek Dwi Nuryana, M.Kom.

Knowing,
Coordinator of S1 Information Systems Study Program

I Kadek Dwi Nuryana, M.Kom.
NIP. 198104142009121004




Attachment

NON- LECTURER LEARNING MONITORING RESULTS

On this day, Tuesday, November 07, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Electrical Engineering Education S1 Study Program.

M&E Team,

1. Fendi Achmad, S.Pd., M.Pd.

Signature,
1. 

2. Dr. Nur Kholis, S.T., MT

2. 

Knowing,
Coordinator of the S1 Electrical Engineering Education Study Program,



Dr. Nur Kholis, S.T., M.T

NIP. 197205212008121003

NIP. 197205212008121003



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	The course RPS has not been filled in completely in SIDIA (Sinau Digital Unesa) by the lecturer teaching the course.	Need for some kind of internal training at the FT level related to SIDIA (Sinau Digital Unesa)
2		
3		
4		

Surabaya, 01-11-2023

Monev Team,

Approved,
 Monev lecturers,

1 Fendi Achmad, S.Pd., M.Pd

1. L Endah Cahya Ningrum, S.Pd., M.Pd.

2. Dr. Nur Kholis, S.T., MT

2.

Knowing,
 Coordinator of the S1 Electrical Engineering Education Study Program,

Dr. Nur Kholis, S.T., M.T.

*Cross out those that do



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, Tuesday, December 05, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Catering Education S1 Study Program.

M&E Team,

1. Andika Kuncoro W.S.Pd.,M.Pd

2. Dr. Ir. Asrul Bahar, M.Pd.

Signature,

1.

2.

Knowing,
Coordinator of the Bachelor of Cosmetology Education Study Program

Dr. Sri Handajani, M.Kes
NIP. 197102101997022002

NIP. 197102101997022002



**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	The references used in the RPS are out of date	RPS with up to date references
2	The RPS does not yet contain the design of assessment of learning outcomes and processes	RPS with the design of assessment of learning outcomes and processes
3	Classes do not end at the scheduled time.	Due to practicum
4	Lecturers have not provided assessment on assignments	Grade list
5	Lecturer returns the assignment given	Assignments that have been graded by the lecturer
6	Lecturers have not yet compiled the test rubric	exam rubric
7	UTS results have not been returned to students	UTS that has been assessed by the lecturer

Monev Team,

1. Andika Kuncoro W, S.Pd., M.Pd.

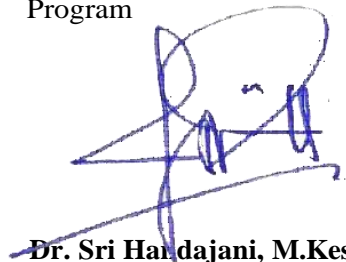
2. Dr. Ir. Asrul Bahar, M.Pd.

Surabaya, Approved,
Monev lecturers,

1. Nugrahani Asturi, M.Pd.

2. Anisa Nur Aini, S.Pd., M.Pd

Knowing,
Coordinator of the Bachelor of Cosmetology Education Study
Program



Dr. Sri Handajani, M.Kes

*Cross out those that do



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, THURSDAY, NOVEMBER 1, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Electrical Engineering Undergraduate Study Program.

M&E Team,

1. Miftahur Rohman, S.T., M.T.

2. Parama Diptya Widayaka, S.ST., M.T.

Signature,

1.

2.

Knowing,
Coordinator of Electrical Engineering S1 Study Program

Dr. Lusia Rakhmawati, S.T., M.T. NIP.
198010122005012001

*Cross out those that do not fit



**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1		
2		

Surabaya, NOVEMBER 3, 2023

Approved,

M&E Team,

1. Miftahur Rohman, S.T., M.T.

2. Parama Diptya Widayaka, S.ST., M.T.

Signature,

1.

2.

Knowing,
Coordinator of Electrical Engineering S1 Study Program

Dr. Lusia Rakhmawati, S.T., M.T. NIP.
198010122005012001



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

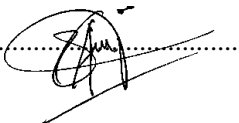
On this day, Thursday, November 02, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Information Technology Education S1 Study Program.

M&E Team,

1. Drs. Bambang Sujatmiko, M.T.

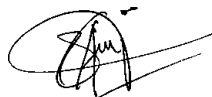
2. Martini Dwi Endah Susanti, S.Kom., M.Kom

Signature,

1. 

2. 

Knowing,
Study Program Coordinator
S1 Information Technology Education



Drs. Bambang Sujatmiko, M.T.

NIP. 196505191992021001

*Cross out those that do not fit



**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	The questions in the mid-term test have been validated (measuring <i>high order thinking</i>)	Validated test questions
2	Lecturers compile the rubric for the assessment of UTS and UAS	Rubric for test assessment
3		
4		
5		
6		
7		
8		

Monev Team,

1. Drs. Bambang Sujatmiko, M.T.

2. Martini Dwi E Susanti, S.Kom., M.Kom

Surabaya, October 30, 2023 Approved,
Monev lecturers,

1. Ramadhan Cakra Wibawa, S.Pd., M.Kom

Knowing,
Study Program Coordinator
S1 Information Technology Education

Drs. Bambang Sujatmiko, M.T.

NIP. 196505191992021001



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, FRIDAY, NOVEMBER 3, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Electrical Engineering Undergraduate Study Program.

M&E Team,

1. Miftahur Rohman, S.T., M.T.

Signature,

1.

2. Farid Baskoro, S.T., M.T.

2.

Knowing,
Coordinator of Electrical Engineering S1 Study Program

Dr. Lusia Rakhmawati, S.T., M.T. NIP.
198010122005012001



**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1		
2		

Surabaya, NOVEMBER 6, 2023

Monev Team,

Approved,
Monev lecturers,

1. Miftahur Rohman, S.T., M.T.

1. Sayyidul Aulia Alamsyah, S.T., M.T.

2. Farid Baskoro, S.T., M.T.

Knowing,
Coordinator of Electrical Engineering S1 Study Program

Dr. Lusia Rakhmawati, S.T., M.T. NIP.
198010122005012001

*Cross out those that do



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

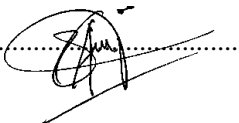
On this day, Monday, October 30th, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Information Technology Education S1 Study Program.

M&E Team,

1. Drs. Bambang Sujatmiko, M.T.

2. Martini Dwi Endah Susanti, S.Kom., M.Kom

Signature,

1. 

2. 

Knowing,
Study Program Coordinator
S1 Information Technology Education



Drs. Bambang Sujatmiko, M.T.

NIP. 196505191992021001



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	Lecturers return graded assignments to students.	Graded assignments are handed back to students
2	UTS score results are announced back to students	Tests that have been graded
3		
4		
5		
6		
7		
8		

Monev Team,

Surabaya, October 30, 2023 Approved,
 Monev lecturers,

1. Drs. Bambang Sujatmiko, M.T.

1. Rindu Puspita Wibawa, S.Kom., M.Kom

2. Martini Dwi E Susanti, S.Kom., M.Kom

Knowing,
 Study Program Coordinator
 S1 Information Technology Education

*Cross out those that do


Drs. Bambang Sujatmiko, M.T.



MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND TECHNOLOGY
STATE UNIVERSITY OF SURABAYA
FACULTY OF ENGINEERING

QUALITY ASSURANCE GROUP (GPM)

Ketintang Campus

Jalan Ketintang, Surabaya

Postal code 60231

Phone: +6231-8280009,

Aircraft: 500-510

Fax. 031-8280796

NIP. 196505191992021001

**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

*Cross out those that do



On this day, Wednesday, November 29th, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Electrical Engineering Masters Study Program.

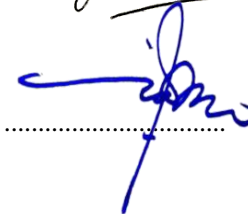
M&E Team,

1. Parama Diptya Widayaka, S.ST., M.T.

2. Unit Three Kartini, S.T., M.T., Ph. D.

Signature,

1. 

2. 

Knowing,
Coordinator of the Master of Electrical Engineering Study Program,



Unit Three Kartini, S.T., M.T., Ph. D.

NIP. 197602212003122001



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1		
2		
3		
4		
5		
6		
7		
8		

Surabaya, November 29, 2023

Monev Team,

Approved,
 Monev lecturers,

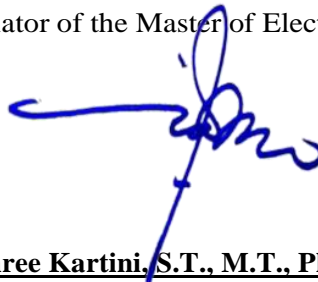
1. Parama Diptya W, S.ST., M.T.

1. Dr. Nurhayati, S.T., M.T.

2. Unit Three Kartini, S.T., M.T., Ph. D.

2.

Knowing,
 Coordinator of the Master of Electrical Engineering Study Program,



*Cross out those that do

Unit Three Kartini, S.T., M.T., Ph. D.
 NIP. 197602212003122001



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

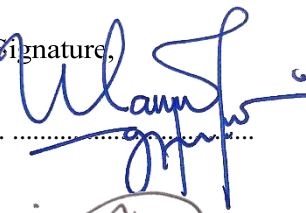

On this day, Thursday, December 07, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Catering Education S1 Study Program.

M&E Team,

1. Mauren Gita Miranti, S.Pd., M.Pd.

2. Dra. Lucia Pangesthi, M.Pd

Signature,

1. 
.....
2. 
.....

Knowing,
Coordinator of the Bachelor of Cosmetology Education Study Program


Dr. Sri Handajani, M.Kes

NIP. 197102101997022002



**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	Teaching materials used are still found that are more than 10 years old	RPS with up to date teaching material information
2	The RPS does not yet contain an assessment instrument (draft assessment of learning outcomes and processes)	RPS with the design of assessment of learning outcomes and processes
3	Lecturers have not returned graded assignments	Assignment score list
4		
5		

Monev Team,

1. Mauren Gita Miranti, S.Pd., M.Pd.


2. Dra. Lucia Pangesthi, M.Pd

Surabaya, Approved,
Monev lecturers,

1. Andika Kuncoro W, S.Pd., M.Pd.

2. Nurul Farikhatir Rizkiyah, S.Pd., M.Pd

Knowing,
Coordinator of the Cosmetology Education S1 Study Program



Dr. Sri Handajani, M.Kes
NIP. 197102101997022002

*Cross out those that do



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, Wednesday, November 15, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the S1 MACHINE ENGINEERING EDUCATION Study Program.

M&E Team,

1. Rachmad Syarifudin H, S.Pd., M.Pd.

2. Ir. Wahyu Dwi Kurniawan, S.Pd., M.Pd.

Signature,

1.

2.

Knowing,
Coordinator of S1 Mechanical Engineering Education Study Program

Ir. Wahyu Dwi Kurniawan, S.Pd., M.Pd. NIP.
198312152015041001



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1		
2		
3		
4		
5		
6		
7		
8		

Monev Team,

Surabaya, Approved,
 Monev lecturers,

1. Rachmad Syarifudin H, S.Pd., M.Pd.

1. Bellina Yunitasari, S.Si., M.Si

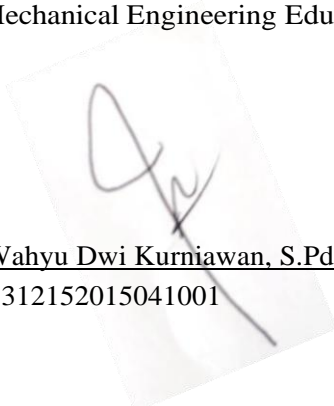
2. Ir.Wahyu Dwi Kurniawan, S.Pd., M.Pd.

2.

Knowing,
 Coordinator of S1 Mechanical Engineering Education Study Program

*Cross out those that do

Ir.Wahyu Dwi Kurniawan, S.Pd., M.Pd. NIP.
 198312152015041001





**MINUTES OF MONITORING
LECTURER LEARNING ODD/EVEN
SEMESTER* 2023/2024**

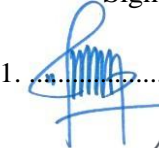
On this day, Tuesday, November 14, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Cosmetology Education S1 Study Program.

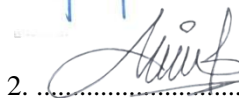
M&E Team,

1. Peppy Mayasari. S.Pd, M.Pd

2. Nur Ilahi Anjani, S.Ked, M.Kes

Signature,

1. 

2. 

Knowing,
Coordinator of Cosmetology Education S1 Study Program



Nia Kusstianti, S.Pd, M.Pd

NIP. 197712172006042001

*Cross out those that do not fit



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	There is no evidence of rubrics for the preparation of UTS questions	Rubric grid for mid-term test questions
2		
3		
4		
5		
6		
7		
8		

Surabaya, November 15, 2023

Monev Team,

1. Peppy Mayasari, S.Pd, M.Pd

2. Nur Ilahi Anjani, S.Ked, M.Kes

Approved,

Monev lecturers,

1. Oktaverina Kecvara Pritasari, S, Pd, M.Farm

2. dr.Nieke Andina Wijaya, M.Biomed, Sp.KK

3. M.A. Hanny Ferry Fernanda, S.Farm, M.Farm

Knowing,

Coordinator of Cosmetology Education S1 Study Program

Nia Kusstianti, S.Pd, M.Pd

NIP. 197712172006042001



**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

On this day, THURSDAY, NOVEMBER 2, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Electrical Engineering Undergraduate Study Program.

M&E Team,

1. Miftahur Rohman, S.T., M.T.

2. Sayyidul Aulia Alamsyah, S.T., M.T.

Signature,

1.

2.

Knowing,
Coordinator of Electrical Engineering S1 Study Program

Dr. Lusia Rakhmawati, S.T., M.T.
NIP. 198010122005012001

*Cross out those that do not fit



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1		
2		

Monev Team,

Surabaya, NOVEMBER 6, 2023

Monev lecturers,

1. Miftahur Rohman, S.T., M.T.

1. Parama Diptya Widayaka, S.ST., M.T.

2. Sayyidul Aulia Alamsyah, S.T., M.T.

Knowing,
Coordinator of Electrical Engineering S1 Study Program

Dr. Lusia Rakhmawati, S.T., M.T.
NIP. 198010122005012001

**MINUTES OF MONITORING
LECTURER LEARNING
ODD SEMESTER 2023/2024**

On this day, Thursday, November 13, 2023, monitoring of learning for State University of Surabaya Lecturers for the odd semester of 2023 /2024 was carried out at the Faculty of Engineering in the Information Systems S1 Study Program.

M&E Team,

1. Ghea Sekar Palupi, M.I.M.

2. Bonda Sisephaputra, S.Kom., M.Kom.

Signature,

1.

2.

Knowing,
Coordinator of S1 Information Systems Study Program



I Kadek Dwi Nuryana, M.Kom. NIP.
198104142009121004

Notes:

These minutes and attachments are made in duplicate 4 (four). The first sheet is for the faculty, the 2nd sheet (two) for the study program, the 3rd sheet (three) for LPM, the 4th sheet (four) for GPM.



MINISTRY OF EDUCATION, CULTURE, RESEARCH
RESEARCH AND TECHNOLOGY
STATE UNIVERSITY OF SURABAYA
QUALITY ASSURANCE AGENCY

Lidah Wicakompa, Jalan Lidah Wicakompa, Surabaya 60213
+6231629429024, 894, 99821, 836; Fax: +6231629429024002
Website: <https://ppm.unesa.ac.id>, email: ppm@unesa.ac.id

Attachment.

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	Domain and Nonconformance Item Number	Description	Follow-up that must be done
1	RPS has been validated by a team in the science clump	RPS is not validated by the team in the science clump	
2	RPS that has been developed has been authorized by the Head of Study Program	RPS has not been approved by the Head of Study Program	
3	The RPS has contained techniques, forms and examples of assessment instruments (design of assessment of learning outcomes and processes)	SSP is not yet based on OBE	
4	Lecturers carry out lectures according to the SIAKADU schedule	Lecturers do not conduct lectures according to the SIAKADU schedule because of the schedule clash	
5	Lecturers provide an assessment of the assignments given to students	Student assignments have not been graded	
6	Lecturers return graded assignments to students.	Student assignments have not been assessed so they are not returned to students	
7	Lecturers compile the rubric for the assessment of UTS and UAS	Lecturers do not prepare rubrics for the assessment of midterm and final exams.	
8	UTS results are handed back to students	UTS has not been assessed by the lecturer	
9	UTS questions are in accordance with the learning material	UTS questions are not partially in accordance with the learning material	

Monev Team,

Surabaya, November 15, 2023 Approved,
Monev lecturers,

1. Ghea Sekar Palupi, S.Kom., M.I.M..

1. Paramitha Nerisafitra, M.Kom.

2. Bonda Sisephaputra, S.Kom., M.Kom.

**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

Knowing,
Coordinator of S1 Information Systems Study Program



I Kadek Dwi Nuryana, M.Kom. NIP.
198104142009121004




Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, Wednesday, November 01, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Electrical Engineering Education S1 Study Program.

M&E Team,

1. Fendi Achmad, S.Pd., M.Pd.

Signature,
1. 

2. Dr. Nur Kholis, S.T., MT

2. 

Knowing,
Coordinator of the S1 Electrical Engineering Education Study Program,



Dr. Nur Kholis, S.T., M.T

NIP. 197205212008121003



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	The course RPS has not been filled in completely in SIDIA (Sinau Digital Unesa) by the lecturer teaching the course.	Need for some kind of internal training at the FT level related to SIDIA (Sinau Digital Unesa)
2		
3		
4		

Surabaya, 01-11-2023

Monev Team,

1 Fendi Achmad, S.Pd., M.Pd1

Approved,
 Monev lecturers,

. Roswina Dianawati, S.Pd., M.Ed.

2. Dr. Nur Kholis, S.T., MT

2.

Knowing,
 Coordinator of the S1 Electrical Engineering Education Study
 Program,

Dr. Nur Kholis, S.T., M.T

*Cross out those that do

NIP. 197205212008121003

Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

On this day, Tuesday, the seventh of November 2023, monitoring of State University of Surabaya Lecturers' learning in 2023-2024 was carried out at the Faculty of Engineering in the S1 Building Engineering Education Study Program.

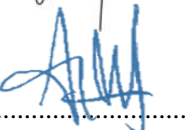
M&E Team,

Signature,

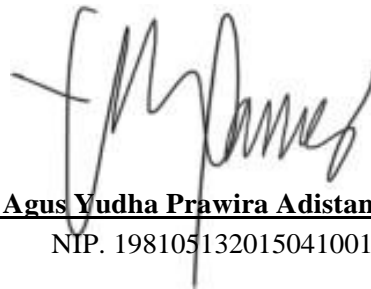
1. Dr. Gde Agus Yudha PA, S.T., M.T.

1.


2. Heri Suryaman, S.Pd., M.Pd.

2.


Knowing,
Coordinator of S1 Building Engineering Education Study Program



Dr. Gde Agus Yudha Prawira Adistana, S.T., M.T.

NIP. 198105132015041001



**MINUTES OF MONITORING
LECTURER LEARNING
ODD SEMESTER 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	There is no assessment rubric yet	Rubric for UTS and UAS assessment
2		
3		

Monev Team,

1. Dr. Gde Agus Yudha PA, S.T., M.T.

2. Heri Suryaman, S.Pd., M.Pd.

Surabaya, Approved,
Monev lecturers,

1. Wahyu Dwi Mulyono, S.Pd., M.Pd.

Knowing,

Coordinator of S1 Building Engineering Education Study Program

Dr. Gde Agus Yudha Prawira Adistana, S.T., M.T.

NIP. 198105132015041001

*Cross out those that do

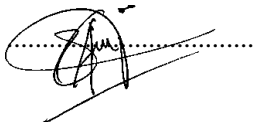
**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

On this day, Thursday, November 09, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Information Technology Education S1 Study Program.

M&E Team,

Signature,

1. Drs. Bambang Sujatmiko, M.T.

1. 

2. Martini Dwi Endah Susanti, S.Kom., M.Kom

2. 

Knowing,

Coordinator of S1 Information
Technology Education Study
Program



Drs. Bambang Sujatmiko, M.T.

NIP. 196505191992021001

*Cross out those that do not fit



Attachment


DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	Lecturers provide an assessment of the assignments given to students	Graded assignments
2	Lecturers return graded assignments to students.	Graded assignments
3	UTS results are handed back to students	Tests that have been graded
4		
5		
6		
7		
8		

Monev Team,


Drs. Bambang Sujatmiko, M.T.

1.

2. Martini Dwi E Susanti, S.Kom., M.Kom 

Surabaya, November 09, 2023 Approved,
Monev lecturers,

1. Harun Al Rosyid, S.T. , M.T. 

Knowing,
Study Program Coordinator
S1 Information Technology Education


Drs. Bambang Sujatmiko, M.T.

MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY
STATE UNIVERSITY OF SURABAYA
FACULTY OF ENGINEERING

QUALITY ASSURANCE GROUP (GPM)

Ketintang Campus
Ketintang Street, Surabaya
Zip code 60231
Phone: +6231-8280009,
Aircraft: 500-510
Fax. 031-8280796

NIP. 196505191992021001

**MINUTES OF MONITORING
LECTURER LEARNING**

*Cross out those that do



ODD SEMESTER 2023/2024

On this day, Wednesday, November 1st of the year Two Thousand and Twenty-Three, monitoring of State University of Surabaya Lecturer learning in 2023-2024 was carried out at the Faculty of Engineering in the Mechanical Engineering Study Program.

M&E Team,

Signature,

1. Bellina Yunitasari, S.Si., M.Si.

1.


2. Priyo Heru Adiwibowo, S.T., M.T.

2.


Knowing,

Coordinator of Mechanical Engineering Study Program

Priyo Heru Adiwibowo, S.T., M.T.

NIP. 197604022005011002



Attachment

**MINUTES OF MONITORING
 LECTURER LEARNING
 DISCREPANCY IN LECTURE MONITORING RESULTS**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1		
2		
3		
4		

Monev Team,

1. Bellina Yunitasari, S.Si., M.Si.

2. Priyo Heru Adiwibowo, S.T., M.T.

Surabaya, Approved,
 Monev lecturers,

1. Akhmad Hafizh Ainur Rashid, S.T., M.T.

Knowing,
 Coordinator of Mechanical Engineering Study Program,

Priyo Heru Adiwibowo, S.T., M.T.

NIP. 197604022005011002

*Cross out those that do

On this day, Thursday, December 7, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Electrical Engineering Masters Study Program.

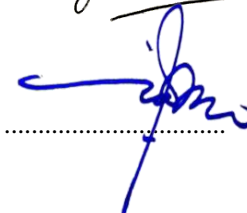
M&E Team,

1. Parama Diptya Widayaka, S.ST., M.T.

2. Unit Three Kartini, S.T., M.T., Ph. D.

Signature,

1. 

2. 

Knowing,
Coordinator of the Master of Electrical Engineering Study Program,



Unit Three Kartini, S.T., M.T., Ph. D.
NIP. 197602212003122001



**MINUTES OF MONITORING
 LECTURER LEARNING
 ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1		
2		
3		
4		
5		
6		
7		
8		

Monev Team,

Surabaya, November 29, 2023 Approved,
 Monev lecturers,

1. Parama Diptya W, S.ST., M.T.

1. Prof. Dr. I.G.P. Asto Buditjahjanto, S.T., M.T.

2. Unit Three Kartini, S.T., M.T., Ph. D.

2.

Knowing,

Coordinator of the Master of Electrical Engineering Study Program,

*Cross out those that do

Unit Three Kartini, S.T., M.T., Ph. D.

NIP. 197602212003122001



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS


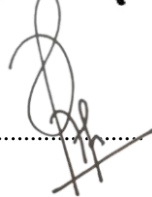
On this day, **Monday**, November 06, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Informatics Engineering S1 Study Program.

M&E Team,


1. Paramitha Nerisafitra, S.ST., M.Kom

2. Ronggo Alit, M.M., M.T.

Signature,

1. 
2. 

Knowing,
Coordinator of Informatics Engineering S1 Study Program


Aditva Prapanea, S.T., M.Kom
NIP. 197411012003121001



**MINUTES OF MONITORING
LECTURER LEARNING
ODD/EVEN SEMESTER* 2023/2024**

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	Lecturers conduct lectures not according to the schedule listed on SIAKADU	Revision of lecture schedule in SIAKADU
2	Not yet giving grades on student assignments	Tasks student which have been assessed/evaluated
3	Not yet compiled the UTS assessment rubric	UTS assessment rubric document

Monev Team,


1. Paramitha Nerisafitra, S.ST., M.Kom1

2. Ronggo Alit, M.M., M.T.

Surabaya, Approved,
Monev lecturers,

. Aditya Prapanca, S.T., M.Kom

Knowing,
Coordinator of Informatics Engineering S1 Study Program


Aditya Prapanca, S.T., M.Kom
NIP. 197411012003121001

*Cross out those that do

www.unesa.ac.id | "Growing with character"

www.unesa.ac.id | "Growing with character"



Attachment

**MINUTES OF MONITORING
LECTURER LEARNING
DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS
ODD/EVEN SEMESTER * 2023/2024**

On this day, **Monday**, November 06, 2023, monitoring of learning for State University of Surabaya Lecturers in 2023-2024 was carried out at the Faculty of Engineering in the Informatics Engineering S1 Study Program.

M&E Team,

1. Ronggo Alit, M.M., M.T.

2. Aditya Prapanca, S.T., M.Kom.

Signature

1.

2.

Knowing,
Coordinator of Informatics Engineering S1 Study Program

Aditya Prapanca, S.T., M.Kom

NIP. 197411012003121001



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	Not yet compiled the UTS assessment rubric	UTS assessment rubric document

Monev Team,


1. Ronggo Alit, M.M., M.T1

2. Aditya Prapanca, S.T., M.Kom.

Surabaya, November 6, 2023 Approved,
Monev lecturers,

. Paramitha Nerisafitra, S.ST., M.Kom

Knowing,
Coordinator of Informatics Engineering S1 Study Program


Aditya Prapanca, S.T., M.Kom
NIP. 197411012003121001



** MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY
 UNIVERSITAS NEGERI SURABAYA
 FAKULTAS TEKNIK
1UGUS OF QUALITY ASSURANCE
 /GPMJ

Ketintang Campus
 Ketintang Sudbã'd street
 Zip code 60231
 Phone: +6231-8280009,
 Aircraft: 500-510

MINUTES OF MONITORING
 LECTURER LEARNING GANJI SEMESTER V
 EVEN* 2023/2024

On the day of int, Date month '... .. know:n . *Has been done
 monitoring learning Lecturer State University of Surabaya 2023-2024 which
 dilaksanakan di Faculty of Engineering in the Study Program ... !..... J

M&E Team,

Signature,

1.

2.

2...!!...i!!!?3!ä.....!?!.....15*?':?J.?

Knowing,
 Study Program Coordinator.....

Wahyu Dwi Kusumawati
 NIP.



Attachment

DISCREPANCIES IN LECTURER LEARNING MONITORING RESULTS

No.	NON-CONFORMANCE ITEM	DOCUMENTS TO BE PREPARED
1	point 6	Rps (dasar dan outline REV. tidak lebih dari 10 th.
		Tugas sebaiknya dikembalikan ke mahasiswa.
3	point 31.	UTS seluruhnya di kembalikan ke mahasiswa
5		
6		
7		
8		

Surabaya,

Approved,

Lecturers who are monitored,

M&E Team,

1. A. G. Karbi Prunelani, M. Pd.

1. Dr. Moh. Effendy, S.T., M.T.

2.

2.

Knowing,

Study Program Coordinator

*Cross out those that do

~~Wahyuni Dwi Kurniawan~~

~~NIP.~~

LEARNING MONITORING AND EVALUATION INSTRUMENT


Lecturer	Period	Criteria
	Semester	Learning Process Lecturer
Date	Location	Observer

STATEMENT

I, as the lecturer of the course.....state that the data filling and information answers to all these questions are correct, and open to verification by the Uoesa Quality Assurance Center Team.

Surabaya

Lecturer lecturer,


 : E. F. Feudj. S.T.M.

Instructions: Please select "Yes" or "No" in the column provided by marking (J) according to your choice.

NO.	QUESTION14	YES	NOT	EVIDENCE/CONFIRMATION
A. Teaching Preparation				
1	The RPS is designed and developed by lecturers independently / in groups in accordance with the development of IPTEXS			
2	The RPS has been validated by the team in science clusters	✓		
3	The developed RPS has been authorized by Kaprod	✓		
4	RPS has contained learning outcomes according to KKNI which consist of knowledge, attitudes, general skills and specific skills	✓		
5	The RPS has included learning strategies that reflect <i>student center learning</i> with a learning model: a. Team-based Project* b. Case Method*	✓		Pada diperbaiki.
6	RPS has contained information about the latest teaching materials (recommended maximum of the last 10 years) and from the results of research and community service. society.		✓	untuk keberman
7	The RPS has contained techniques, forms and examples of assessment instruments (design assessment of learning outcomes and processes)			
8	The RPS has been designed for improvement <i>hard skills</i> that are translated into <i>learning outcomes</i>	✓		
9	The RPS has been designed for improvement <i>soft skills</i> that are translated into <i>learning outcomes</i>	✓		
10	Lecturers have teaching materials in the form of <i>hand-outs</i> , <i>powerpoint slides</i> , diktats, modules, or textbooks written by lecturers guardian	✓		
11	Lecturers teach courses according to with assignment	✓		
B. Pe	'aksanaan Learning			

✓

✓

NO.	QUESTION	YES	NOT	EVIDENCE/CONFIRMATION
14	Lecturers carry out lectures according to the SIAKADU schedule			
15	Lecturers provide apperception at the beginning of the lecture			
16	Lecturers provide lecture material in accordance with lecture material in accordance with the RPS	✓		
17	Lecturers are able to motivate students to actively participate during the lecture.	✓		
18	Lecturer uses Indonesian language or foreign language (for salty language study programs)			
19	Lecturers use learning media as stated	✓		
20	Lecturers use teaching materials according to what is stated in the RPS			
21	Lecturer applies the <i>student center learning</i>	✓		
22	Lecturers provide the widest possible opportunity for students to ask/answer/argue	✓		
23	Lecturers create a learning atmosphere that encourages students to think creatively, innovatively, and effectively. critical	✓		
24	Lecturer provides character guidance idaman jelita (innan and smart integrated in the material)	✓		
25	Lecturers give assignments to student	✓		
26	Lecturer reflects at the end learning	✓		
27	Lecturer starts and ends the lecture on schedule			
fi. Lesson Evaluation				
28	Lecturers provide an assessment of the participation (attendance, activeness and behavior) of students in learning	✓		
29	Lecturers provide an assessment of the assignment given to students			
30	Lecturers return assignments that have been assessed to students.		✓	Sebelumnya tugas dikumpulkan.

31	The questions in the mid-term test have been validated (measuring <i>high order thinking j</i>	✓		
----	--	---	--	--

NO.	QUESTION	YES	NOT	BUIT1/RESTRICTIONS
32	Dosem Niennyusm mlirik pen(laia) UTS	✓		
33	UTS is implemented according to the schedule. that are listed in the RPS			
34	UTS results are rescaled to mahasiswa		U	t. ' ' - ' - * -
35	UTS questions are in accordance with the material learning	✓		

'Explanation is in the IKU PTN 2021 Guidebook page 32 (IKU 7).

 Insert file

[Upload](#) [My Drive](#) [Recent](#)

 A copy of the selected file will be sent. Once submitted, files cannot be edited or removed.

or drag a file here