

 <p>DEPARTEMEN PENDIDIKAN MATEMATIKA UNIVERSITAS PENDIDIKAN INDONESIA</p>	<p>DOCUMENT-LEVEL DEPARTMENT</p>	<p>CODE: POB DEPDIKMAT-010</p>
<p>TITLE: LECTURE MONITORING</p>		<p>Issued date: February 2020</p>
<p>AREA: LECTURE</p>		<p>Revision :01</p>

**STANDARD OPERATING PROCEDURE
LEARNING MONITORING AND EVALUATION**

A. RATIONAL

The implementation of lectures is one of the academic activities that aim to make learning activities in a semester can be carried out according to standards. There needs to be a mechanism for monitoring and evaluating lectures to run according to good standards. Monitoring and evaluation of courses are carried out by the GKM Team, which the Head of the Department assigns.

B. SCOPE

1. Mechanism of implementation of Money lectures
2. The parties involved in the implementation of monitoring and evaluation lectures.
3. Lecture process mechanism, reporting, and recommendations for improvement

C. AIM

1. Lectures run well, according to the time and place set by the Department.
2. Every lecturer has the completeness of college administration
3. The Department has a lecture administration report for each lecturer, making it easier for the Department when it needs the file for accreditation or monitoring purposes from the university.
4. Every student can attend lectures properly, by their rights and obligations.
5. Students can find out the results (grades) they get at the end of the lecture.

D. REFERENCE

1. Government Regulation No. 6 of 2004 concerning the Determination of UPI BHMN.
2. Government Regulation no. 19 of 2005 on national education standards.
3. Decree of the Board of Trustees of the University of Indonesia Education Number 15/MWA UPI/2006 concerning UPI's Bylaws.
4. UPI Strategic Plan 2021-2025
5. Academic Calendar 2020-2021 academic year

LECTURE MONITORING MECHANISM

Beginning of Lecture

Before the lecture begins, the lecturer in charge of the course prepares lecture administration in the form of:

1. The lecturer prepares lecture attendance according to the list of lecture participants issued by the Academic Bureau.
2. Lecturers prepare descriptions, syllabus, and Lecture Program Units according to the courses they teach
3. Lecturer prepares Lecture Hand out for 14 meetings
4. Lecturers prepare sourcebooks that students can use.

Lecture Period

1. Lecturers give lectures according to the schedule that the Faculty has prepared
2. At the end of each lecture, the lecturer fills out the Faculty's Lecture Minutes (BAP).
3. Provide assignments (individual/group) to strengthen students' understanding of the topic being discussed. The tasks and their results are well documented.
4. Preparing UTS Questions
5. Organizing UTS at the 7-8 meeting
6. Documenting UTS results.
7. Prepare and carry out practicum according to the existing schedule (for subjects that require an internship)

End of Lecture

1. Each lecturer prepares UAS questions, especially for parallel classes; questions are prepared jointly by all lecturers in charge of the course.
2. We are organizing UAS according to the schedule prepared by the Department.
3. Checking UAS results
4. Recap the UTS, UAS, and assignments in the excel program
5. Input the value into the system via the <https://siak.upi.edu/sinndo> Laman page
6. Perform remedial (if needed) at the time provided
7. Input the remedial value at <https://siak.upi.edu/sinndo>.