




STANDARD OPERATING PROCEDURE FOR MATHEMATICAL LABORATORY BORROWING




FACULTY OF MATHEMATICS AND NATURAL SCIENCES

Validation		
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1. OBJECTIVE

- 1.1 As a guide to borrowing the FMIPA UNJ Mathematics Laboratory room and equipment correctly and implementing safety, occupational health and environmental guidelines.

2. SCOPE

- 2.1 Implementation of this SOP applies in the Mathematics Laboratory .

3. TERMS AND DEFINITION


- 3.1 **The FMIPA UNJ Mathematics Laboratory** is a shared facility that requires all users to comply with these rules to ensure a safe, comfortable, and productive academic environment.
- 3.2 **Occupational Safety and Health (OSH/K3)** is a thought and effort to ensure integrity and perfection, both physically and mentally. With occupational safety and health, practitioners (students), laboratory assistants/PLPs and lecturers can carry out practicums in the laboratory safely and comfortably.
- 3.3 **The Head of the Laboratory** is a person who is generally responsible for operations in a laboratory.
- 3.4 **Laboratory Staff/PLPs** are employees who assist the Head of the Laboratory to facilitate activities in the laboratory.
- 3.5 **Laboratory users** are students, lecturers, and other parties who are only permitted for academic support activities such as practicums and research. It is strictly prohibited to carry out any unrelated activities, including but not limited to games, hacking, pornography, immoral acts and consumption of illegal drugs.
- 3.5 **Laboratory Equipment** is all the rooms and equipment in the Computer Laboratory. All laboratory equipment is the property of the institution. Use the room and equipment responsibly and do not damage or abuse them in any way.

4. LEGAL BASIS

- 4.1 Permenpan RB No.07 tahun 2019 tentang Jabatan Fungsional Pranata Laboratorium

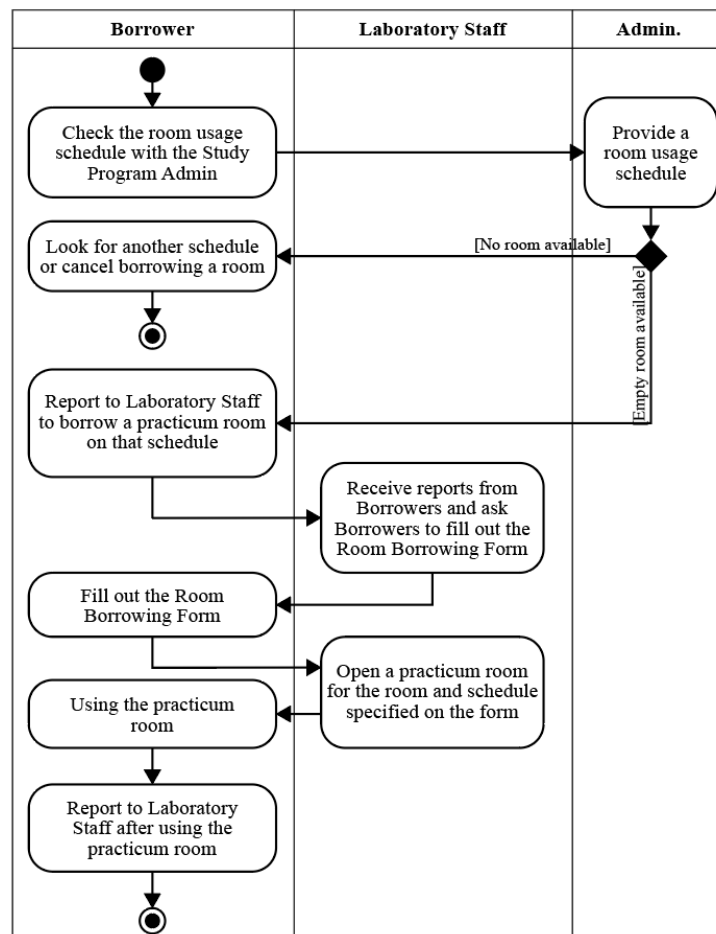
5. TERMS OF SERVICE

1. Borrowers (Students of the FMIPA UNJ Computer Science Study Program) check the room usage schedule with the Study Program Administrator
2. The study program administrator provides a room usage schedule.
3. Looking for a schedule or canceling borrowing a room (no room available)
4. If there is an empty room, the student reports to the Laboratory Staff to borrow a practicum room on that schedule.
5. Laboratory staff receive reports from borrowers and ask borrowers to fill out a room borrowing form

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6. Borrower/student fills out the room borrowing form
7. Laboratory staff open practicum rooms for the rooms according to predetermined schedules
8. Borrowers/students use the practicum room
9. Students/borrowers report to Laboratory Staff after using the practicum room

6. PROCEDURES AND SCHEMES




7. IMPLEMENTING ACTIVITIES

7.1 Head of the FMIPA Mathematics Laboratory

The laboratory head coordinates with the teaching lecturer, PLP to formulate activities in the Mathematics laboratory

7.2 Staff of the FMIPA Computer Laboratory (PLP)

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Ensure the readiness of space, tools and other necessities as well as occupational safety and health in the laboratory according to standards. Open the practicum room according to a predetermined schedule.

7.3 Practicum Lecturer

Coordinate with PLP and take responsibility when activities in the laboratory take place

7.4 Students

Report to the Computer Laboratory staff to use the practicum room on a predetermined schedule

8. INTERNAL SUPERVISION

8.1 Head of Mathematics Laboratory

8.2 Staff of Laboratory checks the rooms used periodically

9. EVALUATE THE IMPLEMENTER'S PERFORMANCE

9.1 The Head of the Laboratory evaluates the use of laboratory space