DEVELOPMENT OF DIGITAL STANDARD OPERATING PROCEDURES FOR FINAL PROJECT AT FACULTY OF ISLAMIC ECONOMICS AND BUSINESS IAIN PALANGKA RAYA

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Abstract: Universities should not only put pressure on, but also start to innovate to facilitate students, especially in terms of information and services that can help students complete their final assignments/thesis. Sometimes, students are confused with the stages of writing a thesis starting from submitting a title until the thesis is ready to be tested. Some of the problems found in the student environment related to the process of submitting the thesis are firstly the Standard Operating Procedure (SOP) for the student's thesis has not been systematically arranged, secondly the unclear requirements for thesis submission, thirdly the absence of teaching aids or tools that make it easier for students to obtain information independently, the four internal and external evaluations in order to produce SOPs that are tested both inside and outside the organizational environment. Therefore, it is deemed necessary to develop a Standard Operating Procedure (SOP) for the student's thesis which is then socialized to the academic community, especially product users. The results of this activity are the SOP Booklet for the thesis of FEBI IAIN Palangka Raya students and the installation of Banner Stands that make it easier for students to access the SOPs.

Introduction

Transformation in a tertiary institution is not only seen from a change of name or development, but also seen from improvements in administration and service governance. IAIN Palangka Raya as a tertiary institution has an obligation to prioritize services to students for the smooth running of studies that are being and will be carried out. One of the administrative services needed by students is the service for submitting a final assignment or thesis as a requirement for a student to obtain a bachelor's degree. Before a student completes his final assignment, he cannot yet obtain a bachelor's degree.

It is only natural that tertiary institutions pressure students to graduate on time without having to take too long to finish their studies. The problem that often occurs is the decreased enthusiasm of students when they have entered the stage of completing their thesis which can be affected by student stress levels, especially during the Covid-19 pandemic, students find it increasingly difficult to access services and information from universities. Thus the stress level of students will increase with the pressure from the campus to immediately complete the thesis.

Universities should not only put pressure on them but also start innovating to facilitate students, especially in terms of information and services that can help students complete their final project/thesis. Sometimes, students are confused about the stages of working on a thesis...

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starting from submitting a title until later the thesis is ready to be tested. Not only are the stages confusing but also the requirements that must be met for each stage in the thesis work. Therefore, it is necessary to develop a Standard Operating Procedure (SOP) for submitting a final assignment/thesis that is systematic and socialized in order to optimize information services to accelerate the completion of the final assignment/thesis for students.

**Method**

Based on the description in the introduction, it is found that problems must be provided with solutions and resolved immediately in order to create optimal service governance in an institution. To solve these problems, it is necessary to systematically prepare Standard Operating Procedures (SOP) for Student Final Projects which are then disseminated to provide understanding to Students within the Faculty of Islamic Economics and Business, IAIN Palangka Raya. The method used for solving this problem is the service learning technique. Service learning is a method that integrates academic activities into community empowerment with the aim of being able to reflect on what has been implemented in the community itself. Service learning is learning that applies knowledge in real life to an environment or group. Community service with the service learning approach method begins with the preparatory stage, such as conducting observations and interviews. The stages in the preparation and dissemination of SOPs are carried out in 8 stages.

Figure 1. Stages of Compilation and Dissemination of Student Final Assignment SOP

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**Preparation Preparation**

The drafting preparation stage is related to the formation and completeness of the drafting team and planning. The SOP drafting team for the final assignment involved the thesis bureau, the academic field of student affairs, as well as the Head of the Department of Islamic Economics, FEBI, IAIN Palangka Raya. After the composition of the team is fulfilled, debriefing is carried out regarding the target and direction of the activities that the team will carry out. The final stage in preparing for the preparation is socialization to all organizational units (the Academic Community of FEBI IAIN Palangka Raya). Preparation preparation is an important thing that must be done for efficiency and optimization of time and resources. In addition, with the preparation, the team already has an overview of their respective tasks.

![Figure 2. Meeting for the formation of the SOP drafting team for the final assignment of FEBI IAIN Palangka Raya students](image1)

![Picture 3. Socialization and data collection to all organizational units](image2)

**Assessment of Needs/Problems**

In order for the SOP to suit the needs of its users (students), it is deemed necessary to identify needs. Identification of needs is observing problems in the field in the SOP that will be prepared, including taking into account several complaints and input from students as users of the SOP. After the needs in the SOP are identified, the next step is to carry out FGDs to discuss the instruments and constituent components in the SOP. In the FGD also discussed the suitability between the requirements and the applicable regulations. Assessment of needs/problems in preparing the SOP for the final assignment of FEBI IAIN Palangka Raya students using fish bone analysis techniques. From this assessment four (4) problems were found, namely first, the SOP for the final assignment of FEBI IAIN Palangka Raya students had not been compiled, secondly, the unclear requirements for submitting the final project/thesis, thirdly the absence of banners/visual aids that made it easier for students to obtain information related to submitting student final assignments, fourth, there needs to be an evaluation both internal and external to the institution to produce SOPs that are tested both inside and outside the institution's environment.

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6 Bani Syarif Maula et al., “TRAINING AND COACHING AS A SOLUTION TO IMPROVE NAZHIR’S PROFESSIONALITY IN JEKEN RAYA DISTRICT, PALANGKA RAYA CITY,” AMALA Jurnal Pengabdian Kepada Masyarakat 1, no. 1 (2022): h. 25.

7 Ahmadi Hasan et al., “IT-BASED TRAINING OF TRAINER (TOT) ZAKAT AND WAKF MANAGEMENT TRAINING/APPLICATION FOR ZAKAT COLLECTION UNITS (UPZ) CITY OF PALANGKA RAYA,” AMALA Jurnal Pengabdian Kepada Masyarakat 1, no. 1 (2022): h. 3.
Development

Development is the first activity at the development stage is the collection of information obtained in the previous stage, which is then identified as alternative problems to the needs in the draft SOP. Of the various needs/problems in the preparation of SOP for the final assignment of FEBI IAIN Palangka Raya students will be analyzed then a selection of alternative problem solving will be carried out.

On the first problem, namely that the SOP for submitting student final assignments/thesis has not been prepared, a student final assignment SOP will be prepared which consists of:
1. SOP for Submission of Thesis Titles;
2. SOP for Thesis Title Selection;
3. SOP for Thesis Writing Guidance;

In the second problem, namely the unclear requirements for submitting student final assignments/thesis, the SOP drafting team conducted a review of the rules that apply in the FEBI IAIN Palangka Raya environment and coordinated with the Academic Student Affairs field, Thesis Bureau, Deans and Heads of Departments to equalize perceptions and related
interests requirements for submitting student final assignments/thesis. The results of this coordination resulted in a formulation of requirements in submitting student final assignments/thesis as contained in the SOP.

In the third problem, the absence of visual aids such as banners is an obstacle for students to access information. Therefore the team has created a Stand Banner design containing a barcode that students can access independently. From this barcode, students can access the SOP for their final project/thesis through their respective devices in the form of documents that can be stored, so that students can view them anytime and anywhere.

On the fourth problem, so that this SOP is tested both inside and outside the FEBI IAIN Palangka Raya environment, the drafting team feels the need for monitoring and evaluation both internally and externally. Internal evaluation is carried out by distributing questionnaires on the level of student understanding of the SOP for the final assignment that has been made and also assessing the ease of access to information related to the submission of the final assignment. External evaluation is carried out by asking for views from other tertiary institutions, namely one of the parties to the University of Palangka Raya.

After all the problems have been resolved, the next activity is the printing of Booklets and SOP Banner Stands for Final Assignment Students of the Islamic Economics and Business Faculty of IAIN Palangka Raya. The printed SOP booklet was subsequently approved by the Dean of the Faculty of Islamic Economics and Business, IAIN Palangka Raya.

Figure 7. Display of the flow chart in the SOP

Figure 8. Display of the flow chart in the SOP which contains the requirements for submitting a thesis exam
Figure 10. Internal Evaluation Results: easy flow chart to understand

Figure 11. Internal Evaluation Results: SOP's overall ease of understanding

Figure 9. Banner Stand Design

Figure 12. External Evaluation: Together with the Faculty of Economics, University of Palangka Raya

Figure 13. Cover of the Final Assignment SOP Booklet for FEBI IAIN Palangka Raya Students

Figure 14. Ratification of SOP for the Final Assignment of FEBI IAIN Palangka Raya Students

**Implementation (Deployment)**

The next stage is the implementation of the results of the preparation of the SOP by socializing it to FEBI IAIN Palangka Raya students. Due to conditions that made it impossible to carry out socialization offline, the team carried out SOP socialization for the final assignment...
of FEBI IAIN Palangka Raya students online using zoom meeting media. In addition to carrying out socialization online, the drafting team also carried out socialization through the website of the Faculty of Economics and Business of Islam IAIN Palangka Raya and installed SOP banner stands in locations that are often student information centers, namely the Student Academic Room (Mikwa). With the installation of this banner stand, it is hoped that students will no longer have difficulty obtaining information even when there are no officers in Mikwa's room. In the future, it is hoped that for each file submission, digital filing (Paper Less) can be applied. By changing patterns digitally, it is considered to be more efficient in terms of time, costs and reduces waste. In addition, the use of digital will facilitate the committee's work in archiving incoming files. After all is done, the final stage, which is reflection, aims to find out how far the changes have been made after the action was taken.8

Figure 15. Dissemination of SOP via zoom meeting

Figure 16. Dissemination of SOP via zoom meeting

Figure 17. Socialization of SOP Via the Website of the Faculty of Islamic Economics and Business, IAIN Palangka Raya

Figure 18. Submission of SOP Final Assignment

Figure 19. Installation of SOP Banner Stands for the Final

Conclusion

The preparation and dissemination of Standard Operating Procedures for Student Final Projects at the Islamic Faculty of Economics and Business at IAIN Palangka Raya is one of the efforts to make it easy for students to obtain information and clarity regarding the ins and outs of working on the final project/thesis. Through systematically arranged SOP booklets, it is hoped that in the future students will no longer be confused about understanding the stages in completing a thesis. The Stand Banner aims to make it easier for students to access SOPs independently without having to wait for officers to ask questions. In the future, it is hoped that the file submission process can be done digitally.

Reference list


