



PANDUAN PELAKSANAAN PENGABDIAN TAHUN 2026

LPPM Universitas PGRI Semarang



**LEMBAGA PENELITIAN DAN PENGABDIAN KEPADA MASYARAKAT
UNIVERSITAS PGRI SEMARANG**

Jl. Labuhan I No. 11 - Semarang, Indonesia
E-mail : lppm@upgris.ac.id | Homepage : lppm.upgris.ac.id

Community Service Implementation Guide Revised Edition January 2026



**LEMBAGA PENELITIAN DAN
PENGABDIAN KEPADA MASYARAKAT
UNIVERSITAS PGRI SEMARANG**

SERVICE GUIDELINES

Research Institute of PGRI University of Semarang

REVISED EDITION JANUARY 2026

DRAFTING TEAM

Prof. Dr. Wiyaka, M.Pd.

Head of LPPM, PGRI University Semarang

Dr. Joko Siswanto, M.Pd.

Secretary of LPPM PGRI University Semarang

EDITOR

Dian Priambudi, S.Pd., M.Pd.

ADDRESS:

RESEARCH AND COMMUNITY SERVICE INSTITUTE

PGRI UNIVERSITY OF SEMARANG

Jl. Labuhan I No. 11 - Dr. Cipto Semarang

Email: lppm@upgris.ac.id

Website: <https://lppm.upgris.ac.id/>

<https://simpelmas2.upgris.ac.id/>

FOREWORD



Praise be to God Almighty who has bestowed His grace and

His guidance for the completion of the preparation of the Guidelines for Implementing Community Service for the Research and Community Service Institute to the Semarang PGRI University Community in 2026.

Preparation of Guidelines for Implementing Community Service

This society is in line with the Republic of Indonesia Law No. 12 of 2012 on the Implementation of Higher Education and Regulations Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 Chapter IV on National Standards for Community Service Public.

This 2026 Community Service Implementation Guide explains the policies or mechanisms for managing community service at Semarang PGRI University, the funds for which are...

comes from APBU. This guide contains a description of each Community Service Program scheme. Society, which also contains a detailed explanation of the application procedures, proposal selection, monitoring and evaluation of implementation, and reporting of activity results.

This 2026 Community Service Implementation Guide is directed on the utilization of research results with flagship programs for empowering marginal communities, namely; (1) Education, (2) Engineering, Science and Environment, (3) Food Security, (4) Economics, Management and Business, (5) Social Humanities. Implementation Guide The 2026 Community Service Program is prepared based on the University Statutes PGRI Semarang, PGRI University's Strategic Plan for Community Service Semarang which refers to the National RPJM, Provincial RPJM, Regency/City RPJMD, and

Village Medium-Term Development Plan.

We hope that the Guidebook for Implementing Community Service in the Year 2025 can be used as a reference and can be utilized optimally by the community service workers in the Semarang PGRI University environment.

Semarang, January 2026
Head of LPPM

Prof. Dr. Wiyaka, M.Pd.



LIST OF CONTENTS

COVER.....	i
DRAFTING TEAM	ii
PREFACE.....	iii
LIST OF CONTENTS.....	iv
APPENDIX LIST.....	v
CHAPTER I INTRODUCTION.....	1
A. Objectives of Community Service at UPGRIS.....	1
B. Management of Community Service at LPPM UPGRIS Based on 8 National Service Standards	2
CHAPTER II TARGETS AND COMMUNITY SERVICE PROGRAM.....	3
A. Targets.....	3
B. Community Service Programs	3
CHAPTER III COMMUNITY SERVICE SCHEME.....	16
A. Regular Community Partnership Program (PKM).....	16
B. Community Service Program Internal Cooperation Scheme State (CSR, Local Government).....	18
C. Community Service Program Cooperation Scheme Overseas.....	20
D. Community Service Program Assignment Scheme	21
CHAPTER IV ACTIVITY FLOW, ACTIVITY SCHEDULE, PROPOSED SYSTEMATICS AND REPORT.....	24
A. Flow of Community Service Activities	24
B. Schedule of Community Service Activities	26
C. Systematics of Community Service Proposals and Reports	26
CHAPTER V <i>DESK PROPOSAL EVALUATION, MONEV, & FOLLOW-UP</i>	34
A. Proposal Evaluation <i>Desk</i>	34
B. Monitoring and Evaluation	34
C. Follow-up.....	34
ATTACHMENT.....	35
BIBLIOGRAPHY.....	46



APPENDIX LIST

Appendix 4.1 Cover of Regular Community Service Proposal	35
Attachment 4.2 Cover of Collaboration Service Proposal between PT-Private Companies or PT-Pemda.....	36
Attachment 4.3 Cover of Overseas Cooperation Service Proposal	37
Appendix 4.4 Cover of Community Service Assignment Proposal	38
Appendix 4.5 Cover of Community Service Report & Regular Community Service Financial Report.....	39
Appendix 4.6 Cover of Community Service Report & Community Service Financial Report Cooperation between PT-Private or PT-Regional Government	40
Appendix 4.7 Research Report Cover & Community Service Financial Report Foreign Cooperation.....	41
Appendix 4.7 Cover of Research Report & Financial Report for Community Service Assignment...	42
Appendix 5.1 Community Service Proposal Evaluation Desk Form.....	43
Appendix 5.2 Field Monitoring and Evaluation Form	44
Appendix 5.3 Provisions for Community Service Report Videos.....	45



CHAPTER I INTRODUCTION

Universities are obliged to carry out community service besides carrying out education and research as mandated by Law Number 20 of 2003 concerning the National Education System Article 20. In line with these obligations, Law Number 12 of 2012 concerning Article 45 of the Higher Education Law states that research in higher education is directed towards to develop science and technology, and to improve social welfare and national competitiveness. The article also emphasizes that community service is an activity of the academic community in practicing and cultivating science and technology to advance general welfare and improving the life of the nation. In line with the regulations Minister of Research, Technology, and Higher Education in PP number 4 of 2022 concerning amendments to government regulation number 57 of 2021 concerning national standards education.

A. Objectives of Community Service at UPGRIS

1. Creating technological innovation to drive economic development Indonesia by providing community service;
2. Provide solutions based on academic studies of needs, challenges, or problems faced by society, both directly and indirectly;
3. Carry out activities that are able to eradicate marginalized communities in all strata, namely people who are marginalized economically, politically, socially and culturally;
And
4. Transferring technology, science and art to the community for development human dignity and sustainability of natural resources.
5. Develop community empowerment models, increase capacity community service, solving problems faced society, both directly and indirectly.
6. Carry out activities that can empower communities at all levels, economically, politically, socially and culturally.



7. Transferring technology, science and art to the community for development human dignity, gender justice and social inclusion as well as resource sustainability natural power.

B. Management of Community Service at LPPM UPGRIS is Based on 8 Standards

National Service

1. Standards for community service results
2. Standards for the content of community service
3. Standards for community service processes
4. Standards for assessing community service
5. Standards for implementing community service
6. Standards for facilities and infrastructure for community service
7. Standards for managing community service
8. Standards for funding and financing of community service

Community Service Programs that can be implemented by lecturers at UPGRIS includes:

1. National Competitive Category

This program is adapted from the policies and regulations that have been directed by

Ministry of Education, Science and Technology.

2. University Internal Service Category

- a. Regular Community Partnership Program (PKM)
- b. Community Partnership Program (PKM) Domestic Cooperation (CSR, Government Area)
- c. Community Partnership Program (PKM) International Cooperation
- d. Community Partnership Program (PKM) Assignment



CHAPTER II TARGETS AND DEVOTION PROGRAM PUBLIC

A. Target

The Community Service Targets and Programs refer to the Vision and LPPM's mission is to become a Research and Community Service Institution (LPPM) that is superior and has its own identity. Thus, the target of community service activities to the community is directed towards the creation of Human Resources (HR) which excellence and identity, Food Security and Security regionally and nationally, the use of information and communication technology for the benefit of nation, carrying out innovation in the fields of energy, transportation, and the environment, as well as concern for women, children, and disasters. Target of the activity

The dedication is elaborated as follows.

1. Increased coordination and cooperation as well as synergistic interaction between various units in Semarang PGRI University in its community service activities to create resources Quality and characterful human resources.
2. Increasing the quality and quantity of capable Human Resources carry out community service professionally, morally and high ethics, supported by infrastructure and facilities for service to adequate society.
3. Increased community service activities that can be promoted and gain recognition, both at national and international levels.
4. Increased cooperation and partnerships with other universities and agencies government, business world, and society in the control and utilization of results of devotion.

B. Community Service Programs

Details of the community service program that will be carried out are as follows:

1. Education
2. Engineering, Science, and Environment
3. Food Security
4. Economics, Management and Business
5. Social Humanities



Table 2.1. Community Service Topics at PGRI Semarang University in 2026

Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
Education	Development Human resources in the field of education	Education Era Revolution 4.0 Student Education Pancasila 21st Century Education Education era digital	Resource Development Human Resources (HR) to increase productivity, professionalism in the field of formal and informal education , non	1. Community service activities with target partners of educators and education personnel to increase productivity and professionalism in the field of formal and informal education. , non 2. Community service activities with target partners of educators and education personnel for character education
	Sources and innovative learning media	IoT and AI for learning	Sources and media innovative learning to increase the effectiveness of achieving learning objectives	Community service activities with target partners of educators and education personnel to create innovative learning media
	Models, Methods, and Strategies Learning	Digital learning	The need for effective and efficient learning models, methods and strategies	Community service activities with target partners of educators and education personnel to design learning models, methods and strategies effective and efficient
	Evaluation learning	Evaluation learning	Evaluation to measure learning output and outcomes	Community service activities with target partners of educators and education personnel to improve the ability in learning evaluation Community service
	Policy, Management Education, and Curriculum Education	Improving access and equity, educator quality, technology integration, and parental participation	The need for policies that are relevant to the goals of the state and nation	activities with target partners of educators and education personnel to improve the ability of educational management Community service activities with the
	Guidance and Counseling	The role of BK in optimizing student potential	The need for the role of BK in optimizing student potential	aim of optimizing student potential, digitalization of BK, and innovation



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
				holistic, collaborative, and systemic BK approach
	Development of primary and secondary education in efforts to improve Gross enrollment rate (APK)	Needs Analysis Local Application of technology in education to increase gross participation rate (GER)	Developing education to create a quality education system that is capable of producing a competent generation that is ready to face future challenges.	Community service activities to create a quality education system
	Education Language and Literature	The need for a differentiated approach to learning language field and literature	Development of differentiated learning approaches in the field of language and literature	Community service activities with target partners of educators and education personnel to improve differentiated learning skills in the field of language and literature
	Education sports and recreation	<i>Sport Pedagogy</i> The need to	improve the quality of physical education teachers in terms of developing physical abilities in early childhood (AUD), elementary, middle and tertiary education.	Innovation in physical literacy related to the development of physical abilities for early childhood, the creation of teaching and learning materials for physical education, as well as learning modules for physical education for early childhood (AUD), elementary, secondary and tertiary levels.
		<i>Sports Coaching</i>	In order to achieve optimal performance in the field of sport, it is necessary to improve human resources, including athletes, coaches and sports personnel in sports organizations.	Books and programs for sports issues, sports development programs, <i>talent scouting</i> guides for athletes for each sport, regulations for athlete promotion and degradation, and sports management guidelines for sports personnel in sports organizations.
		<i>Sports Recreation</i>	The recreational sports sector is a potential area for cultivating and preserving sports. It requires skilled personnel.	There needs to be an in-depth study of traditional sports and folk games which are native Indonesian culture, <i>outdoor activities</i> ,



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
			skilled and expert in the field of recreational sports which includes; traditional sports and folk games, <i>outdoor activities, sports tourism, and recreation & leisure time</i>	<i>sport tourism and tourism, as well as recreation & leisure time</i>
Technique, Science and Environment	Technology Information and communication	ICT infrastructure	Digital identities are connected by a global network and are vulnerable to hacker attacks.	1. Community service activities with IT Security target partners Community service activities with <i>Software Engineering</i> target partners
		System Implementation <i>Open Based Source</i> on effective governance and public services and quality.	System development <i>Open source</i> based IS/IT	1. Community service activities with <i>E-Government</i> target partners 2. Community service activities with <i>E Business</i> target partners 3. Community service activities with Geospatial Information System target partners Community service activities with <i>Geospatial Information System</i> target partners creative industry support
		Independence and industrial innovation creative based digital	An effort at creative cultural synthesis that unites global and local values	4. Community service activities with <i>Artificial Intelligence</i> target partners 5. Community service activities with <i>Big Data / Data Mining</i> target partners Community service activities with <i>Image Processing/ Computer Vision</i> target partners
		Digital services for global-local and socio-economic order	1. Strategy and implementation of information technology in the field of distance learning	6. Community service activities with E-learning target partners



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
			The need for data and information security support for support implementation IoT	7. Community service activities with <i>Internet of Things</i> (IoT) target partners Community service activities with <i>Green Technology</i> target partners
	Transportation	Construction Building & Transportation	1. Development of Building Construction and Mass Transportation 2. Service Facilities infrastructure for the disabled community Development of transportation management	1. Community service activities with target partners in the field of Building Construction Structures and Engineering and transportation systems 2. Community service activities with Universal Design target partners in Architecture Community service activities with transportation management target partners
	Energy	Energy conservation and renewable energy	<i>Low cost</i> environmentally friendly energy Development of <i>energy diversity</i>	Community service activities with target partners in energy conservation and renewable energy
		Energy control system	Sustainable energy potential	Community service activities with target partners of <i>the Energy Control System</i>
	Provision Resource Water and Sanitation	Natural Resources Conservation	Provision needs Infiltration wells and biopores	Reforestation, artesian well restrictions
		Septic tank, regional wastewater treatment plant, TPS/TPA	Healthy residential environment according to service targets	Provision of wastewater and garbage infrastructure
		Water Management Needs	for reservoirs, polders, retention ponds and detention	Dams, reservoirs, embankments, drainage, irrigation networks
	Advanced Materials And Manufacturing	Advanced materials development	Material characterization technology and industrial support	Community service activities with advanced material target partners
		Development of building materials	Building material development technology	Community service activities with renewable building material target partners



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
		Industrial automation, industry 4.0	Internet of Things, robotics, PLC	Community service activities with <i>Industrial Automation</i> target partners
		Mechanization medicine and orthopedics	Medical mechanization and orthopedics	Community service activities with Mechanization target partners medicine and orthopedics
		<i>Additive manufacturing and Subtract manufacturing</i>	<i>CAD-CAM-CNC</i>	Community service activities with target partners <i>in Additive manufacturing and Subtract manufacturing</i>
	Building	Conservation building	Demolition of cultural heritage buildings (BCB) without considering conservation aspects	Community service activities with Building Conservation target partners
		Traditional buildings Understanding local wisdom is very	necessary as an effort to save and develop	Community service activities with traditional building target partners
		Local wisdom in the environmental sector	Optimization of local wisdom studies in environmental problems	Community service activities with local wisdom study target partners <i>(Indigenous Study)</i>
		Green building and green design	The impact of global warming on the building sector	Community service activities with <i>green building and green design</i> target partners
		Behavioral architecture	Devotion to behavioral aspects of architecture can threaten security and safety users.	Community service activities with behavioral architecture target partners
		Construction management	Innovation in construction projects	Community service activities with construction management target partners
	Environment	Conservation of resources natural resources and the environment	Minimize waste, 7R (<i>Recycle, Reuse, Reduce, Replace, Replant, Refill, Repair</i>), <i>green design, green product, green kitchen, green campus</i>	Community service activities with partners targeting natural resource conservation natural resources and the environment
		Natural resources and environmental engineering	Global warming	Community service activities with partners targeting natural resource conservation natural resources and the environment



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
		Planning and area planning	Quality decline regional environment	Community service activities with target partners for area design
		Pollution environment	Garbage and B3 Waste (Hazardous Materials and (Poisonous))	Community service activities with partners pollution targets environment
	Biology Environment	Abiotic factors and biotic	Abiotic and biotic factors	Community service on abiotic and biotic factors
		Conservation of resources natural resources and the environment	Minimize waste, 7R (<i>Recycle, Reuse, Reduce, Replace, Replant, Refill, Repair</i>), <i>green design, green product, green kitchen, green campus</i>)	Community service activities with partners targeting natural resource conservation natural resources and the environment
		Pollution environment	Garbage and B3 Waste (Hazardous Materials and (Poisonous))	Community service activities with partners environmental pollution targets
		The role of ecoenzymes in reduction waste and its implementation	Optimization of ecoenzymes in horticultural cultivation	Community service activities with partners ecoenzyme target
		Ethnobotany	Optimization of food crops and Drug	Community service activities with Ethnobotany target partners
		Wisdom Study Local (<i>Indigenous Study</i>)	Optimization of local wisdom studies in environmental biology problems	Community service activities with target partners in the field of Indigenous Studies <i>in</i> the field of Environmental Biology
	Botany and applied studies in the field of botany	Horticultural studies related to resilience food	Problems that arise in the horticultural sector are related to management and cultivation of horticultural plants.	1. Community service activities with media target partners plant . Community service activities with urban agriculture target partners
		Tissue culture studies related to horticulture	Problems that arise in the field of horticulture related to innovation in seed propagation through tissue culture plant	Community service activities with plant tissue culture target partners



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
	Zoology and applied studies in the field of zoology	Animal feed innovation	Problems that arise in the livestock sector are related to management and livestock cultivation.	Community service activities with partners targeting animal feed innovation
		Maintenance management	Management and Analysis Livestock Business	Community service activities with maintenance management target partners
		Waste utilization farm	Management and Analysis Livestock Business	Community service activities with waste utilization target partners farm
		Water quality studies on fisheries	Problems that arise in the fisheries sector are related to management, and fish farming	Community service activities with target partners for water quality studies on fisheries
		Waste utilization fishery	Problems that arise in the fisheries sector are related to management, and fish farming	Community service activities with target partners for the utilization of fishery waste
	Physics	Applied physics: 1. Development sensor Development of physical quantity measurement methods	1. Modeling 2. Experiments and observations 3. Technology and engineering Process optimization and control	Community service regarding: 1. Problem formulation 2. Understanding of physics theory 3. Mathematical modeling 4. Analytical methods 5. Numerical computation Advanced model development
		Theoretical and computational physics	Computation and simulation modeling	Community service regarding modeling simulation Community
Resilience Food	Chemistry and Food Analysis	Development of technology to engineer materials food for use support better food supply	Problems that arise in the field of Food Chemistry and Analysis	service activities with target partners in Chemistry and Analysis Food
	Technology Food and Nutrition	Process Engineering Food Processing	Problems that arise in the field Process Engineering Food Processing	1. Service on Food Processing Engineering 2. Animal and vegetable food processing technology Waste treatment



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
	Microbiology and Safety Food	The use of microbes in waste processing and handling food Food security to support national food security	Problems that arise in the field Microbiology and Food Safety	Community service activities with target partners in Microbiology and Food Safety
	Biochemistry, Nutrition and Health	Development food that supports human health	Problems that arise in the field Biochemistry, Nutrition and Health	Community service activities with target partners in Biochemistry, Nutrition and Health
	Food Applied	Development of post-harvest technology to support food supply	Problems that arise in the food sector Applied	Community service activities with Applied Food target partners
Economy, Management and Business	Economy Creative	Management On Economic Sector Creative	<ol style="list-style-type: none"> 1. Human resources planning 2. Human resources development 3. Human resources maintenance 	<ol style="list-style-type: none"> 1. Community Service Activities in the model for determining the source and use of human resources appropriately 2. Community Service Activities in the Human Resource Development Model 3. Community Service Activities in the occupational health and safety maintenance system, as well as the remuneration and compensation system award
		Models development Management Finance in the creative economy sector	Failure of MSMEs in market competition resulting in business closure	Model Socialization investment planning, investment feasibility studies and business development
		Models development Management Marketing in the sector creative economy	Business actors in Scale MSMEs need to understand how to calculate and set competitive prices.	Socialization of knowledge of cost-based and competition-based pricing methods
	Management Creative Industry	Product price competition	Channel method selection distribution of products MSMEs still seem to be traditional and inefficient in its implementation	Knowledge dissemination on alternative distribution channels and its impact on each distribution method



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
		Effectiveness product distribution	MSMEs lack the attraction and breakthroughs in promotion.	Community service activities in the right channels/media choices to be able to promote regional MSME product commodities and local potential for investment
		Product promotion	Consumers still don't appreciate the product enough MSMEs	Community service activities in identifying consumer behavior patterns in responding to and behaving towards products MSMEs
		Consumer behavior	MSME actors have not yet understand the concept of services that can provide a strong level of satisfaction and loyalty for consumers	Community service activities in identifying service dimensions and factors that can encourage consumer satisfaction and loyalty to service products. MSMEs
		Digital Marketing	Many MSMEs still use conventional marketing and have not adopted internet technology in their business processes.	Community service activities in identifying the awareness and competence of the perpetrators MSMEs in technology-based marketing and factors that can create an effective web marketing process for MSME products
		Technical limitations budgeting as a tool planning, organizing, and monitoring in development MSMEs	Technical limitations budgeting as a tool for planning, organizing and monitoring MSMEs is caused by achieving profits that are not	Community service activities Through good planning, organizing and monitoring techniques, connecting MSMEs with related parties
		Low productivity results in a wide gap between business actors	Low productivity results from a lack of adequate equipment and technology and a lack of innovation.	Community service activities to expand funding sources for entrepreneurs, business development, and market development for MSME products.
	Digital Creative Entrepreneur	business model analysis digital	digital startups	Community service activities to increase insight and knowledge on business models and monetization



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
		Utilization cutting-edge technology to support business operations	digital transformation	Community service activities such as reading opportunities and carrying out entrepreneurial activities that apply the latest technological developments to support business operations.
		models development of prototyping skills and software development models	the suitability of digital products as solutions to problems needed by the market	Community service activities such as product prototype design
	Business Analyst Mediatrics Digital	development of business analysis skills	Business Analyst	Community service activities such as the Big Development model Data
		models data analysis development	strategic analysis in business	Community service activities such as the Big Development model Data
		use of data for business decision making and policy	Big Data	Community service activities such as the Big Development model Data
		development Machine Learning: supervised; unsupervised; semi-supervised, reinforcement learning	application of models to business	Community service activities for implementing and designing models for organizations/businesses
Social Humanities	Law	Public Law and Private Law	Murder, abuse, mutilation, corruption	Community service activities in the form of socialization in understanding and use various social science disciplines to solve various social problems in Indonesia
			Theft, vandalism, arson	Community service activities with target partners Crimes against property
			Hoaxes, slander, hate speech	Community service activities with target partners in cyber law crime



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
			Disharmony of Regulations Legislation	Community service activities with target partners in accordance with the regulations Invitation
			Crime and Human rights violations	Community service activities with Human Rights target partners (HAM)
		Inheritance		Community service activities with Warisan target partners
		CSR Implementation		Community service activities with target partners for CSR implementation
		IPR Protection	Piracy, plagiarism, forgery	Community service activities with IPR Protection target partners
		Legal Awareness Public or Private	Harassment, Embezzlement	Community service activities with legal awareness target partners
		Tax Violations, Traffic Violations Cross		Community service activities with partners targeting legal order
	Protection Children and Woman	Violence Women and Child	Child protection and Woman	Community service activities about Child protection and Woman
		Health and nutrition		Community service activities with health and nutrition target partners
		School and child-friendly environment		Community service activities with target partners, Schools and child-friendly environment
		Parenting in the cyber age		Community service activities with target partners Childcare in the cyber era
		Wisdom Study Local (Indigenous Study)		Community service activities with target partners of the Wisdom Study Local (Indigenous Study)
	Empowerment Woman	Gender and Empowerment Woman	Women's empowerment Comm	Community service activities with target partners Women's roles
		Gender studies	Women's empowerment Comm	Community service activities with target partners Gender studies



Field Featured (1)	Topic (2)	Strategic Issues (3)	Problems (4)	Solution to problem (5)
		Wisdom Study Local (Indigenous Study)	Women's empowerment Community	Community service activities with target partners Wisdom Studies Local (Indigenous Study)
	Population Demographic	Demographic Bonus	Population	Community service activities with demographic bonus target partners
		Family development		Community service activities with target partners for Family Development
		Health reproduction		Community service activities with reproductive health target partners
		Wisdom Study Local (Indigenous Study)		Community service activities with partners target
	Literature	Draft Literature	Literature; Harmonization and National Integration	Community service activities require the study of literary texts that contain information, values, norms and social ethics.
	Cultural and Philosophical Studies			
	Linguistics	Language as a medium of internal control minimize negative impacts of power		Community service activities with language themes as media control for minimize the negative impacts of power
	Translation			
	Outlook Nationality	Defense awareness country	maintaining the sovereignty of the Indonesian state	Community service activities with the theme of maintaining the sovereignty of the Indonesian state



CHAPTER III COMMUNITY SERVICE SCHEME

The community service scheme at PGRI Semarang University includes: service obtained from the National Service Competition (scheme and guidelines adapting the Directorate General of Research and Development) Ministry of Education and Science and Technology and University Internal Funding Service. The following is the community service fund scheme. internal PGRI Semarang University:

- a. Regular PKM (Community Partnership Program).
- b. PKM Domestic Cooperation
- c. PKM Foreign Cooperation.
- d. PKM Assignment.

A. REGULAR COMMUNITY PARTNERSHIP PROGRAM (PKM)

1. Scope

LPPM (Institute for Research and Community Service) of the University PGRI Semarang applies a new paradigm in community service activities a society that is problem solving, comprehensive, meaningful, complete, and sustainable with a non-single target. These are the things that is the reason for developing the Community Partnership Program (PKM).

The target audience for the regular PKM program includes: 1) communities who economically productive (micro-enterprises); 2) unproductive communities economically, but have a strong desire to become an entrepreneur; and 3) economically unproductive society (ordinary society/community education/social community). If you partner with a productive community in a economy, one micro-entrepreneur is needed. Partner groups of craftsmen, fishermen, farmers whose members each have an economically productive character. The number of partners is determined by considering efficiency and intensity. program implementation. If the program partners are non-productive communities but have a strong desire to become an entrepreneur, then It is necessary to have a partner group consisting of 3-5 people. Commodities partners are attempted to be of the same type or related to each other considering raw materials, entrepreneurial spirit, facilities, human resources, market and others which is relevant.



For people who are not economically productive, such as students schools, teachers (minimum number of partners is one school), youth groups, housewives group, street children group (one is needed) partner groups with a minimum of three cadres and a maximum of five cadres per group). In some cases, a partner in the form of an RT may be needed, hamlet or village, Community Health Center/Posyandu, Police Station, Sub-district or Village Office and so forth.

Types of problems that must be addressed in regular PKM, in particular economically productive communities or potential new entrepreneurs include aspects of production and business management. Especially for community activities that does not lead to economic aspects, must disclose in detail problems in the main aspects that are prioritized for resolution.

2. Objectives

The objectives of the regular PKM program are:

- a. Forming/Developing a Group of Independent Communities
Economy.
- b. Helps create peace and comfort in life
Socializing.
- c. Improve the required skills (*soft skills* and *hard skills*).
- d. Empowering the Community.

3. Activity Output

a. The mandatory outputs of the Regular PKM program can be:

1. One scientific article published in a community service journal
Society, and
2. Publication in print/online media/university repositories, and
3. Activity videos are uploaded to LPPM YouTube (conditions attached)

b. Additional outputs of the Regular PKM program include:

1. Method or system; Product (Goods or Services).
2. IPR.
3. Books with ISBN.
4. TTG Innovation.
5. International Publication.



4. Criteria and Proposals

The general criteria and requirements for proposing a Regular PKM community service grant are:

- a. The proposing team is a permanent lecturer and has a NIDN/NIDK
- b. Proposing Team with multi-disciplinary competencies in accordance with the field proposed (minimum two competencies) from across study programs.
- c. The proposing team consists of a maximum of 4 people consisting of 1 chair and a maximum of 3 members.
member
- d. Community service activities involve at least 3 students,
recommended from various study programs.
- e. Regular PKM Program with an activity implementation period of between 3-6 months.
month.
- f. Maximum funds per title are IDR 8,000,000
- g. Each proposer may only propose one proposal, either as chairman or
members in the same scheme and year.
- h. All signatures on the Approval Page, Applicant's Biodata, and Letter
The Partner Cooperation Agreement must be original (not scanned); and
- i. The service proposal is saved as one file in PDF format with the size
maximum 5MB and given the name: Name of Chief Executive_Fakultas_PKM.pdf,
then uploaded via SIMPELMAS version 2.0.

B. COMMUNITY PARTNERSHIP PROGRAM DOMESTIC COOPERATION SCHEME (CSR, LOCAL GOVERNMENT)

1. Scope

Community Service Program, cooperation scheme provided to lecturers or community service providers based on proposals from the community service team LPPM, which is a collaboration with government or private agencies.

The community service program, a cooperation scheme, was prepared together with the parties which may include the Proposing University, Partner University, and or funding institutions (Regional Government/Private).

Communities and areas targeted by the Community Service program community cooperation scheme is determined by the Institution/Agency that provides



funds. The reference used in preparing the proposal is cooperation between UPGRIS with local government or private sector.

2. Objectives

The aim of the PKM Domestic Cooperation program (CSR, Regional Government) is:

- a. Creating independence and community welfare through synergy university community expertise, capabilities and policies Local Government or Private
- b. Finding solutions to problems faced by the Regional Government or Private and/or public
- c. Empowering the community.

3. Activity Output

a. The mandatory outputs of the PKM Cooperation program are:

1. Scientific articles published in scientific journals of community service Society, and
2. Publication in *print/online media*/ university repositories, and
3. Activity videos are uploaded to LPPM YouTube (conditions attached)

b. Additional outputs of the PKM Cooperation program include:

1. Product method or system (Goods or Services)
2. IPR, books with ISBN
3. TTG
4. International Publications

4. Criteria and Proposals

General criteria and requirements for proposing PKM Collaborative Community Service Grants Domestic (CSR, Regional Government) is:

- a. The Proposing Team is a permanent lecturer and has a NIDN/NIDK
- b. The Chief Executive is a permanent lecturer at a university with qualifications minimum education of Masters
- c. The proposing team consists of a maximum of 4 people consisting of 1 chair and a maximum of 3 members
- d. The proposing team comes from across study programs



- e. Community service activities involve at least 3 students,
recommended from various study programs.
- f. The maximum implementation period for the activity is between 3-6 months.
- g. Maximum funds per title are IDR 8,000,000
- h. All signatures on the approval page, proposer's biodata, and letter
The partner cooperation agreement must be original (not scanned),
- i. The service proposal is saved as one file in PDF format with
maximum size 5MB and named: Name of the Chief Executive_PT_PKM_
Cooperation.pdf, then uploaded to SIMPELMAS version 2.0 and printed document
archived at their respective universities.

C. COMMUNITY PARTNERSHIP PROGRAM FOREIGN COOPERATION SCHEME

1. Scope

Community Service Program, cooperation scheme provided to lecturers or community service providers based on proposals from the community service team LPPM, which is a collaboration with government or private agencies from overseas. Collaboration scheme community service program prepared together with the parties which may include the Proposing University, the University High Partners, and or funding institutions (Government / Private from the country partners).

Communities and areas targeted by the Community Service program community cooperation scheme is determined by the Institution/Agency that provides funds. The reference used in preparing the proposal is cooperation between UPGRIS with government or private sector from partner countries.

2. Objectives

The objectives of the PKM Foreign Cooperation program are:

- a. Creating independence and welfare of the target community
through the synergy of expertise of the university community,
government or private sector capabilities and policies
- b. Finding solutions to the problems faced by the Government and
or society
- c. Empowering target communities.



3. Activity Output

a. The mandatory outputs of the PKM Cooperation program are:

1. Scientific articles published in scientific journals of community service Society, and
2. Publication in *print/online media*/ university repositories, and
3. Activity videos are uploaded to LPPM YouTube (conditions attached)

b. Additional outputs of the PKM Cooperation program include:

1. Product method or system (Goods or Services)
2. IPR, books with ISBN
3. TTG
4. International Publications

4. Criteria and Proposals

General criteria and requirements for proposing PKM service grants for external collaboration

The country is:

- a. The proposing team is a permanent lecturer and has a NIDN/NIDK
- b. The proposing team consists of a maximum of 6 members consisting of 1 chair and a maximum of 5 members.
- c. The proposing team must come from at least 3 different study programs
- d. Community service activities involve at least 3 students, recommended from various study programs.
- e. The period of service implementation is 3-6 months
- f. Maximum APBU funding per title is Rp. 25,000,000.

D. COMMUNITY PARTNERSHIP PROGRAM ASSIGNMENT SCHEME

1. Scope

Community Service Program assignment scheme is given to lecturers or community service workers based on community proposals with problems certain and or institutional proposals to the assigned team according to the field expertise and/or competence. Community Service Program scheme assignments are prepared and implemented by the service team assigned to provide solutions to community/partner problems.



2. Objectives

The objectives of the PKM Assignment program are:

- a. Creating independence and community welfare through solutions that provided by the service team as experts/academics regarding the problem community/partners.
- b. Providing action as a solution to community/partner problems using various appropriate methods to develop *soft skills* and *hard skills*.
- c. Empowering the community.

3. Activity Output

a. The mandatory outputs of the PKM Assignment program are:

1. Scientific articles published in scientific journals of community service Society, and
2. Publication in *print/online media*/ university repositories, and
3. Activity videos are uploaded to LPPM YouTube (conditions attached)

b. Additional outputs of the PKM Assignment program include:

1. Method or system; Product (Goods or Services);
2. HKI, books with ISBN;
3. TTG
4. International Publications

4. Criteria and Proposals

General criteria and requirements for proposing PKM community service grants

The assignment is as follows:

- a. The Proposing Team is a permanent lecturer and has a NIDN/NIDK
- b. The Proposing Team consists of a maximum of 4 people consisting of 1 chair and a maximum of 3 members.
- c. The Proposing Team comes from across study programs
- d. Community service activities involve at least 3 students, recommended from various study programs.
- e. Maximum funding per title is IDR 10,000,000
- f. The period of service implementation is 3-6 months

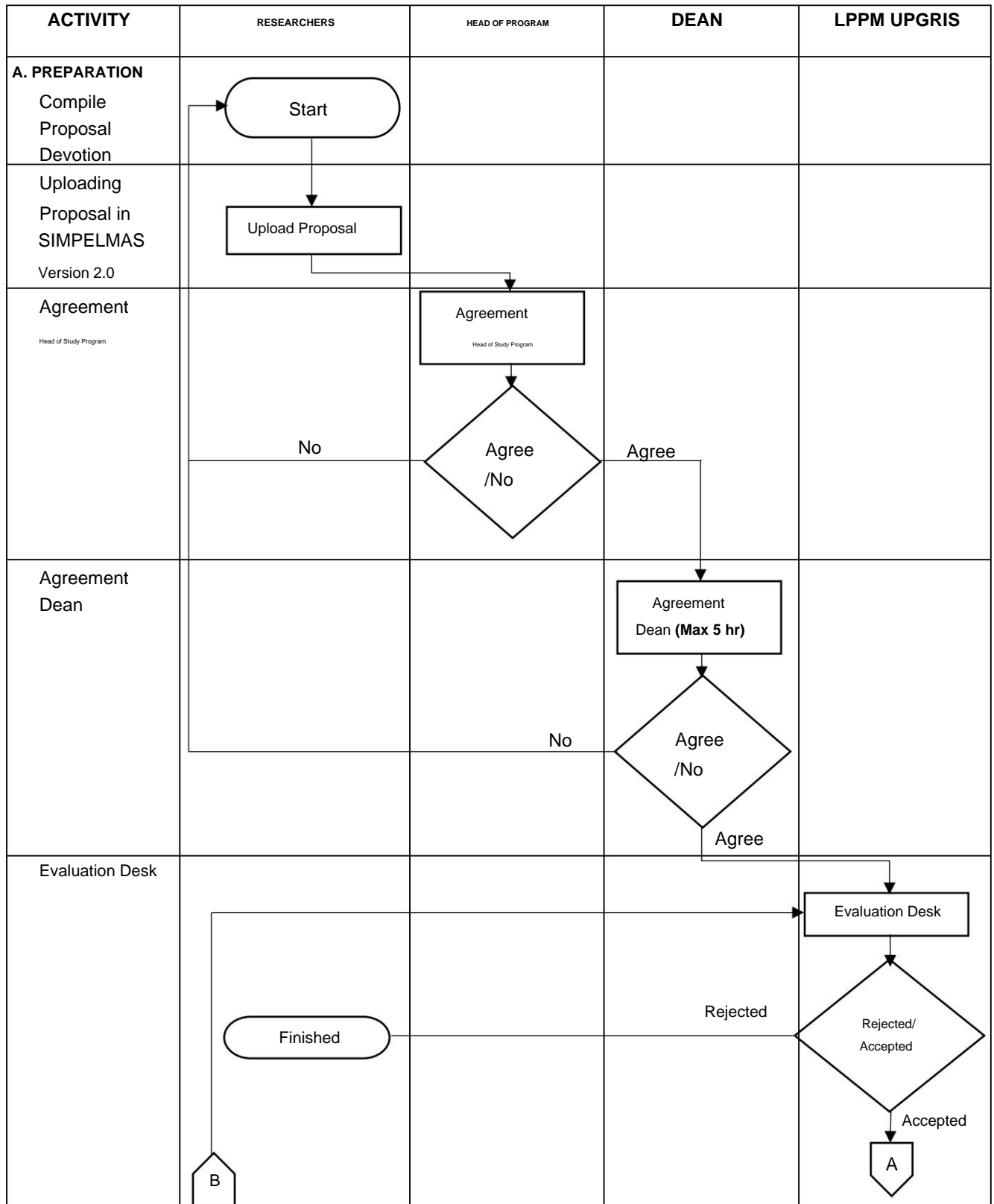


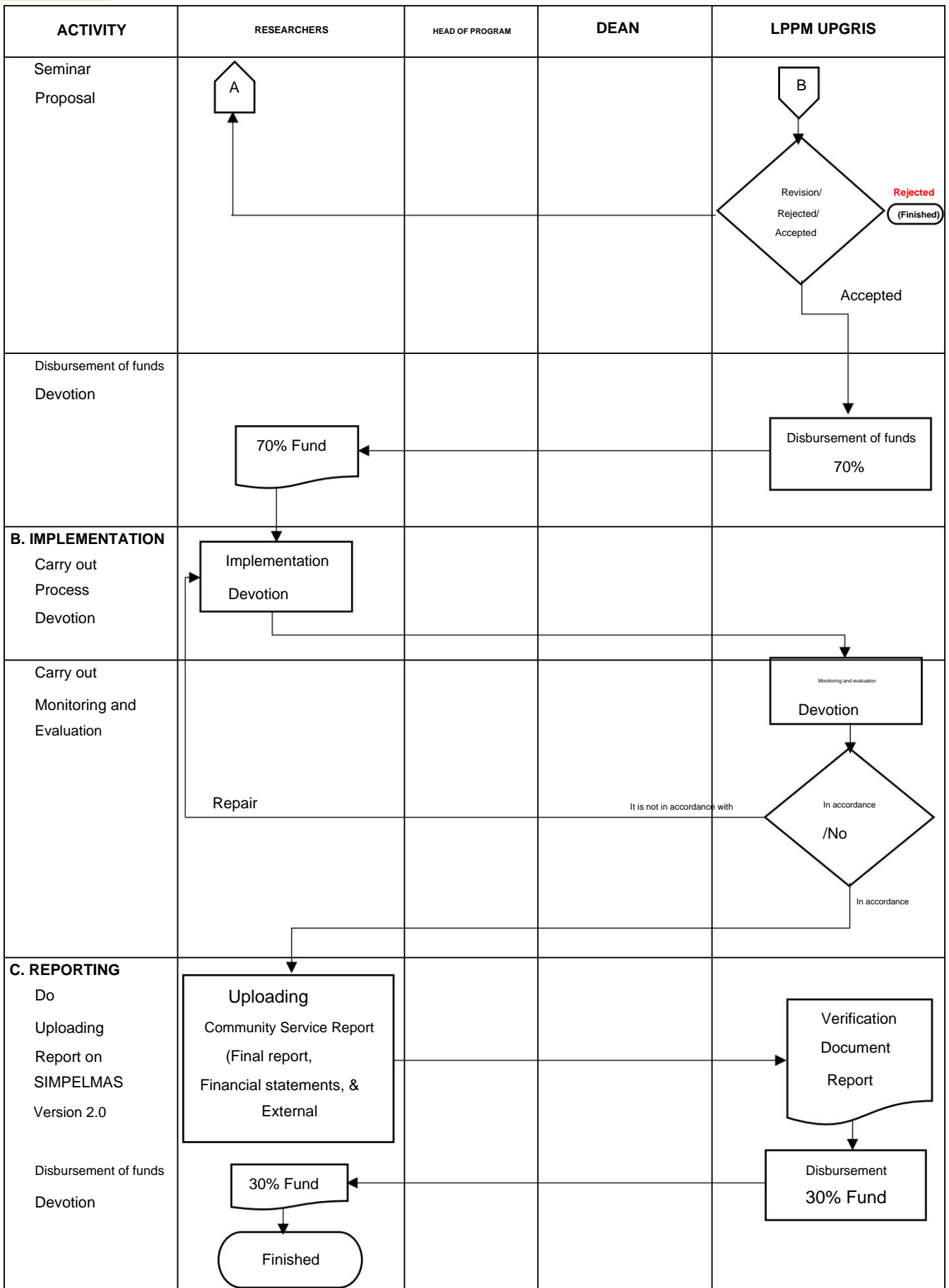
- g. The Chief Executive is a permanent lecturer at a university with qualifications minimum education of S2.
- h. All signatures on the approval page, the proposer's biodata, and
The partner cooperation agreement letter must be original (not scanned).
- i. The PKM Assignment Program consists of many programs and activities that
its implementation does not need to be carried out every consecutive year, or must be started
in the same year.
- j. The service proposal is saved as one file in PDF format with the size
maximum 5MB and named: Name of the Chief Executive Officer_PT_PKM_
Assignment.pdf, then uploaded to SIMPELMAS version 2.0 and the document
prints are archived at each university



CHAPTER IV ACTIVITY FLOW, ACTIVITY SCHEDULE, SYSTEMATICS PROPOSALS AND REPORTS

A. Flow of Community Service Activities





Description: Upload to SIMPELMAS version 2.0 (<https://simpelmas2.upgris.ac.id/>) **Diagram 3.1 Flow of Lecturer Community Service Activities**



B. Community Service Activity Schedule

The community service activity schedule is carried out for 12 months, by following the stages.

as in table 4.1 below:

Table 4.1 Activity Schedule

No	Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 Community Partnership Program Batch I (Regular Scheme)													
	a. Proposal												
	b. Evaluation Desk												
	c. Proposal Seminar d.												
	70% Fund Disbursement												
	e. Implementation												
	f. Monitoring and evaluation												
	g. Final Report h.												
	Disbursement of Funds 30%												
2 Community Partnership Program Batch II (Regular Scheme)													
	a. Proposal												
	b. Evaluation Desk												
	c. Proposal Seminar d.												
	70% Fund Disbursement												
	e. Implementation												
	f. Monitoring and evaluation												
	g. Final Report												
	h. 30% Fund Disbursement												
3. Community Service Cooperation Overseas/Domestic (Regional Government/University/ Other Institutions), Community Service Assignments													
The research schedule is adjusted to the partner's schedule.													

C. Systematics of Community Service Proposals and Reports

1. Systematics of Community Service Proposals

a. Cover

The cover for each service scheme is distinguished by a color.

different see **appendices 4.1, 4.2, 4.3, 4.4.**

b. Approval Page

After completing the online form, the confirmation page can be downloaded from

simpelmas version 2.0 independently. The approval page is marked

handled by the head of the proposer and then uploaded to simplemas version 2.0.



c. Proposal Contents

The Proposed Systematics Template can be downloaded in Simpemas Version 2.0.

A 500-word summary of the proposal should include the problem, solution, and target outcomes to be achieved according to each community service scheme. The summary should also include a detailed and concise description of the proposed activity plan.

SUMMARY

.....
..... etc.

Maximum keywords 5 words

Keyword_1; keyword_2; etc.

The introduction should be a maximum of 2,000 words and should contain a description of the situation and problem analysis. A complete description of the introduction should include the following:

1. Situation analysis

Describe the regional situation analysis, including a location map, potential, strategic value, social and economic conditions, and existing problems requiring immediate action. Other issues relevant to the village/region and related to the technology/science/social engineering to be implemented should be analyzed in more depth. Describe the objectives of the proposed activity.

2. Priority Issues

Describe the priority problems (at least 1 problem area that requires expertise from different scientific fields) that will be addressed.

It should be emphasized that the problems being addressed are truly urgent needs and are in line with village development programs.

INTRODUCTION

.....
..... etc.



The maximum problem solution consists of 1,500 words, containing a description of all solutions offered to solve the problem at hand. A complete description of the problem solution section includes the following:

- following.
- Describe the solution to overcome the problem in the form of a scheme or description that is easy to read/understand.
 - Solutions are created during activities according to the problems of each target community group.
 - Describe the outputs that will be achieved from each solution that will be implemented. and is quantitative.
 - Description of the solution offered with the research results of the proposing team in general schematic.

PROBLEM SOLUTION

.....
etc.

The implementation method should consist of a maximum of 2000 words and refer to solutions to priority regional problems. Describe the steps or stages taken in implementing the solutions offered with the following scope:

- Write an activity plan that shows the steps to solve the problem that have been mutually agreed upon, referring to the existing program.
- Describe the approach method for each solution offered to resolve the problems of program partners that have been mutually agreed upon with clear outcomes.
- Describe the participation of partners and local governments/institutions involved.
- Describe the evaluation and sustainability of the program being implemented.

IMPLEMENTATION METHOD

.....
 etc.

- The PKM implementation schedule is prepared by directly filling in the following table, allowing for additional rows according to the number of activities.
- The schedule for implementing PKW-CSR or PKW-PEMDA-CSR is prepared by directly filling in the following table, allowing for the addition of rows according to the number of activities.

TIMETABLE

No	Activity Name	Month											
		1	2	3	4	5	6	7	8	9	10	11	12



The bibliography is compiled and written based on a numbering system according to the order of citation. Only the literature cited in the research proposal is included. listed in the Bibliography.

BIBLIOGRAPHY

.....
..... etc.

The science and technology overview contains a maximum description of 500 words explaining the science and technology overview that will be implemented in the target partner.

SCIENCE AND TECHNOLOGY OVERVIEW

.....
..... etc.

The partner location map contains a map of the partner's location, complete with an explanation of the distance between the target partner and the proposing PT.

PARTNER LOCATION MAP

.....
..... etc.

2. Systematics of Community Service Reports

a. Cover

The cover for each service scheme is distinguished by a color.

different see **appendices 4.5, 4.6, 4.7, 4.8.**

b. Approval Page

After completing the online form, the confirmation page can be downloaded from

simpelmas version 2.0 independently. The approval page is marked

handle and stamped in full (Chief Researcher, Dean, and Head of LPPM).

c. Report Contents

A 500-word summary of the proposal should include the problem, solution, and target outcomes to be achieved according to each community service scheme. The summary should also include a detailed and concise description of the proposed activity plan.



SUMMARY

.....
 etc.

Maximum keywords 5 words

Keyword_1; keyword_2; etc.

The introduction should be a maximum of 2,000 words and should contain a description of the situation and problem analysis. A complete description of the introduction should include the following:

1. Situation analysis

Describe the regional situation analysis, including a location map, potential, strategic value, social and economic conditions, and existing problems requiring immediate action. Other issues relevant to the village/region and related to the technology, science, or social engineering to be implemented should be analyzed in more depth. Describe the objectives of the proposed activity.

2. Priority Issues

Describe the priority issues (at least one area requiring expertise from a different field) that will be addressed. It should be emphasized that the issues being addressed are truly urgent needs and aligned with the village development program.

INTRODUCTION

.....
 etc.

The problem-solving section should consist of a maximum of 1,500 words, describing all solutions offered to address the problem at hand. A complete description of the problem-solving section should include the following:

- a. Describe the solution to overcome the problem in the form of a scheme or description that is easy to read/understand.
- b. Solutions are created during activities according to the problems of each target community group.
- c. Describe the outputs that will be achieved from each solution that will be implemented and are quantitative in nature.
- d. Description of the solution offered with the research results of the proposing team in a schematic manner.

PROBLEM SOLUTION

.....
 etc.



The implementation method should consist of a maximum of 2000 words and refer to solutions to priority regional problems. Describe the steps or stages taken in implementing the solutions offered with the following scope:

- a. Write an activity plan that shows the steps to solve the problem that have been mutually agreed upon, referring to the existing program.
- b. Describe the approach method for each solution offered to resolve the program partner's problems that have been agreed upon together with clear outcomes.
- c. Describe the participation of partners and local governments/institutions involved.
- d. Describe the evaluation and sustainability of the program being implemented.

IMPLEMENTATION METHOD

.....
..... etc.

Results and Discussion contain a description of the object, results of activities and discussion of the results of community service.

RESULTS AND DISCUSSION

.....
..... etc.

Write a brief conclusion of the community service carried out in accordance with the research objectives.

CONCLUSION

.....
..... etc.

Write the type, identity, and achievement status of each mandatory output and additional output (if any) promised. Output types can include publications, intellectual property acquisition, test results, or other outputs promised in the proposal. The description of the output status must be supported by evidence of progress in achieving the output according to the promised output. Complete the promised output type and upload documentary evidence of achievement of the mandatory and additional outputs via simpelmas V2.



OUTER STATUS

No.	Output Type (Seminar/ Journal/Book/IPR)	Description	Date	Status
Mandatory Output				
1				
2				
Additional Output				
1				
2				

The bibliography is compiled and written using a numbering system according to the order of citation. Only references cited in the research proposal are included in the bibliography.

BIBLIOGRAPHY

1.
2.
3. etc.

The science and technology overview contains a maximum description of 500 words explaining the science and technology overview that will be implemented in the target partner.

SCIENCE AND TECHNOLOGY OVERVIEW

.....
..... etc.

The partner location map contains a map of the partner's location, complete with an explanation of the distance between the target partner and the proposing PT.

PARTNER LOCATION MAP

.....
..... etc.

Attachments consisting of 1. Service Contract

2. Signed letter of assignment
3. Partner's Statement of Willingness
4. Partner Attendance List
5. Community Service Material
6. Activity Photos

ATTACHMENT

.....
..... etc.



3. Systematics of Community Service Financial Reports

Community service financial reports must include a summary of budget realization and be accompanied by proof of expenditure in the following format:

a. Cover

The cover for each service scheme is distinguished by a color.

different see **appendices 4.5, 4.6, 4.7, 4.8.**

b. Approval Page

After completing the online form, the confirmation page can be downloaded from *simpelmas* version 2.0 independently. The approval page is marked handle and stamped in full (Chief Researcher, Dean, and Head of LPPM).

c. Details of Realization of 100% Use of Funds

REALIZATION OF THE USE OF THE SERVICE BUDGET

.....

(TITLE OF DEDICATION)

No	Date Realization	Type Spending	Item Component	Unit Vol		Cost Unit	Total
1.							
2.							
3.							
4.							

Chairman of the Community Service

Name of the Head of NIDN
Service.

Semarang,
Treasurer

Treasurer's Name
NIDN.

d. Attachment of Notes and Receipts



CHAPTER V *DESK* PROPOSAL EVALUATION, MONEV, & FOLLOW-UP

A. Proposal Evaluation *Desk*

Selection and evaluation of community service proposals are carried out in the form of *desk* evaluation.

The *desk* evaluation component of the proposal assessment uses the form as follows:

in **Appendix 5.1**.

B. Monitoring and Evaluation

1. Monitoring of community service is carried out by LPPM Universitas PGRI Semarang.
2. Monitoring aims to determine progress and suitability of implementation devotion.
3. In carrying out monitoring, if the community service activities do not comply with the proposal submitted, then LPPM Universitas PGRI Semarang provides input and suggestions to the devotees.
4. The monitoring and evaluation format is in **Appendix 5.2**.

C. Follow-up

1. If no indication of deviation is found in the monitoring and evaluation, then devotion can be continued until completion.
2. If in the monitoring and evaluation there are indications of deviations and violations willing to improve, then the service can be continued in accordance with the proposal submitted.
3. If in the monitoring and evaluation there are indications of deviations and violations
If the servant is unwilling to make improvements, LPPM can impose sanctions on the servant.
Sanctions can be in the form of:
 - a) The devotee cannot withdraw the remaining funds (30%); or
 - b) The devotee returns all funds received.



Appendix 4.1 Proposal Cover (Salted Egg Blue)

**FIELD OF SERVICE: EDUCATION/ENGINEERING
& ENVIRONMENT / FOOD SECURITY /
SOCIAL HUMANITIES & ARTS AND CULTURE**

**PROPOSAL
REGULAR SERVICE**



TITLE OF SERVICE

SERVICE TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.2 Proposal Cover (White)

**FIELD OF SERVICE: EDUCATION/ENGINEERING
& ENVIRONMENT / FOOD SECURITY /
SOCIAL HUMANITIES & ARTS AND CULTURE**

PROPOSAL

**DOMESTIC COOPERATION SERVICE (REGIONAL GOVERNMENT/UNIVERSITY/
OTHER INSTITUTIONS)**



PARTNER LOGO

TITLE OF SERVICE

RESEARCH TEAM:

Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.3 Proposal Cover (White)

**FIELD OF SERVICE: EDUCATION/ENGINEERING
& ENVIRONMENT / FOOD SECURITY /
SOCIAL HUMANITIES & ARTS AND CULTURE**

**PROPOSAL
DEVOTION TO FOREIGN COOPERATION**



PARTNER LOGO

TITLE OF SERVICE

RESEARCH TEAM:

Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.4 Proposal Cover (Purple)

**FIELD OF SERVICE: EDUCATION/ENGINEERING
& ENVIRONMENT / FOOD SECURITY /
SOCIAL HUMANITIES & ARTS AND CULTURE**

**PROPOSAL
SERVICE GRANTS ASSIGNMENT**



TITLE OF SERVICE

RESEARCH TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.6 Cover of Community Service Report & Financial Report (White)

**FIELD OF SERVICE: EDUCATION/ENGINEERING
& ENVIRONMENT / FOOD SECURITY /
SOCIAL HUMANITIES & ARTS AND CULTURE**

**SERVICE REPORT / FINANCIAL REPORT
DOMESTIC COOPERATIVE RESEARCH (REGIONAL GOVERNMENT/UNIVERSITY/
OTHER INSTITUTIONS)**



PARTNER LOGO

TITLE OF SERVICE

**Funded by PGRI Semarang University
Contract for Implementation of Domestic Cooperation Services (Regional
Government/University/Other Institutions)**

Number :.....Date.....

SERVICE TEAM:

Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.7 Cover of Community Service Report & Financial Report (White)

**FIELD OF SERVICE: EDUCATION/ENGINEERING
& ENVIRONMENT / FOOD SECURITY /
SOCIAL HUMANITIES & ARTS AND CULTURE**

**SERVICE REPORT / FINANCIAL REPORT
DEVOTION TO FOREIGN COOPERATION**



PARTNER LOGO

TITLE OF SERVICE

**Funded by PGRI Semarang University
Contract for the Implementation of Foreign Cooperation Services
Number :.....Date.....**

SERVICE TEAM:

Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency
Full name	NIDN/NIDK	Agency

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 4.8 Cover of Community Service Report & Financial Report (Purple)

**FIELD OF SERVICE: EDUCATION/ENGINEERING
& ENVIRONMENT / FOOD SECURITY /
SOCIAL HUMANITIES & ARTS AND CULTURE**

**SERVICE REPORT / FINANCIAL REPORT
RESEARCH GRANTS ASSIGNMENT**



TITLE OF SERVICE

**Funded by PGRI Semarang University
Contract for Implementation of Service
Assignment Number:.....Date.....**

SERVICE TEAM:

Full name	NIDN/NIDK
Full name	NIDN/NIDK
Full name	NIDN/NIDK

FACULTY.....

Research Institute of PGRI University of Semarang

MONTH YEAR



Appendix 5.1 Community Service Proposal Evaluation *Desk* Form

PROPOSAL EVALUATION *DESK* FORM DEVOTION

Research Title :
 Research Field of :
 Higher Education :
 Study Program :
 Chief Researcher :
 Full name :
 a. NIDN :
 b. Functional Position :
 c. Research Members : person
 Overall Research Duration :month
 Research Costs :
 a. Proposed b. : Rp.
 Recommended : Rp.
 c. Funds from other agencies : Rp. / in kind :

No	Assessment criteria	Weight (%)	Score	Mark
1.	Situation analysis (partner conditions, problems faced)	25		
2	Partner priority issues	20		
3	Solutions offered (suitability of the problem and the solution offered)	20		
4.	Accuracy of the method to solve the problem	25		
5	Output targets (type of output according to the proposed activity)	10		
Amount		100		

Description: Score: 1, 2, 3, 5, 6, 7 (1 = Bad; 2 = Very poor; 3 = Poor; 5 = Sufficient; 6 = Good; 7 = Very good); Value = Weight x Score

Assessor Comments:

.....

Semarang,

Assessor,

Signature

(Full name)



Appendix 5.2 Field Monitoring and Evaluation Form

FIELD MONITORING AND EVALUATION FORM

Title :

Chairman :

NIDN :

Faculty :

Proposed costs : Rp.

Approved costs : Rp.

No	Assessment Components	Information				Score	Weight	Value
1	Scientific publications in journals/proceedings	<i>Draft</i>	<i>Submitted</i>	<i>Accepted</i>	<i>Published</i>	10		
2	Publication in mass media (print/ electronic)	<i>Draft</i>	<i>Editing</i>	<i>Rise</i>		15		
			<i>Accepted</i>					
3	Increasing competitiveness (increasing the quality, quantity and added value of goods, services, product diversification or other resources)					30		
4	Increasing the application of science and technology in society (mechanization, IT, and management)					25		
5	Improvement of social values (arts, culture, social, politics, security, peace, education, health)					20		
Amount						100		

Monitor Comments:

.....

Semarang, date-month-year

Assessor,

Signature

(Full name)

Information:

Score: 1, 2, 3, 5, 6, 7 (1 = Poor; 2 = Very poor; 3 = Poor; 5 = Adequate; 6 = Good; 7 = Very good); Value = Weight x Score.

Score: 1, 2, 3, 5, 6, 7 (1 = None; 2 = draft; 3 = submitted/ reviewed/ editing; 6 = Accepted; 7 = Published).

Additional outputs are further assessed. Columns are filled in according to the achievements.



Appendix 5.3 Provisions for Community Service Report Videos

The maximum duration of the video created is 3 minutes with the following conditions.

1. The video includes the logos of Semarang PGRI University and PGRI University LPPM Semarang (as a funder);
2. The video shows the conditions before the activity was carried out;
3. Videos showcasing the technology applied to partners;
4. The video shows the implementation of activities (field monitoring, socialization, handover, training, etc.);
5. The video made must be able to describe the overall activity.
implemented until now;
6. The video is provided with appropriate voice over and text narration so that it is easy to understand;
7. The video created is a short video, not a collection of photos or PowerPoint;
8. Minimum video resolution 720p;
9. The video is uploaded to the YouTube page of LPPM Universitas PGRI Semarang; and
10. Landscape video.



BIBLIOGRAPHY

Ristekdikti, R., & Pustaka, U. (2016). *Guidebook for Implementing Research and Community Service in Higher Education*, Xth Edition, 2016.

LPPM Universitas PGRI Semarang 2025. *Strategic Plan for Community Service of Universitas PGRI Semarang 2025-2029*.

Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia No. 44 of 2015 *on National Standards for Higher Education*.

Government Regulation of the Republic of Indonesia No. 19 of 2005 concerning *National Education Standards*.

Government Regulation of the Republic of Indonesia No. 41 of 2006 concerning *Licensing to Conduct Activities*.

Government Regulation of the Republic of Indonesia No. 48 of 2008 concerning *Education Funding*.

Government Regulation of the Republic of Indonesia No. 66 of 2010 *concerning Amendments to Government Regulation No. 17 of 2010 concerning the Management and Implementation of Education*.

Republic of Indonesia Law Number 18 of 2002 concerning *the National System*

Republic of Indonesia Law Number 20 of 2003 concerning *the National Education System*.

Law of the Republic of Indonesia Number 14 of 2005 concerning *Teachers and Lecturers, Research, Development, and Application of Science and Technology*.

Republic of Indonesia Law Number 12 of 2012 concerning *Higher Education*.



**LEMBAGA PENELITIAN DAN PENGABDIAN KEPADA MASYARAKAT
UNIVERSITAS PGRI SEMARANG**

Jl. Labuhan I No.11 - Semarang, Indonesia
E-mail : lppm@upgris.ac.id | Homepage : lppm.upgris.ac.id