

A. MAIN TASK AND FUNCTIONS OF QCU FACULTY

NO	RESPONSIBILITIES/ POSITION	MAIN TASKS AND FUNCTIONS
1.	DIRECTOR (DEAN)	<ol style="list-style-type: none"> 1. Provide direction to the Faculty's QCU on FE program policies in the fields of education, research and community service 2. Provide direction to the QCU of the Faculty so that the main activities of supervision and evaluation are in line with the main tasks of the QCU of the Faculty
2.	PERSON RESPONSIBLE ACADEMIC FIELD (Vice Dean I)	<ol style="list-style-type: none"> 1. Provide direction to the Faculty QCU on all policies in the field of academic programs at FE Undiksha 2. Provide direction to QCU Faculty in terms of monitoring and evaluation activities as well as surveys for the fulfillment of each criterion 3. Provide direction to the QCU of the Faculty when there are main activities of supervision and evaluation that are not in line with the main tasks of the academic field at FE Undiksha 4. Responsible to the Dean of FE Undiksha for various academic policies at FE Undiksha
3.	RESPONSIBLE FOR FINANCIAL SECTOR (Vice Dean II)	<ol style="list-style-type: none"> 1. Provide direction to the Faculty QCU on all financial sector policies at FE Undiksha 2. Provide direction to the QCU of the Faculty in the event of activities that are not in line with the main duties and functions of the financial sector at FE Undiksha 3. Responsible to the Dean of FE Undiksha for various policies in the financial sector at FE Undiksha
4.	PERSON RESPONSIBLE STUDENT FIELD (Vice Dean III)	<ol style="list-style-type: none"> 1. Provide direction to the Faculty QCU for all student policies at FE Undiksha 2. Provide direction to the QCU of the Faculty in the event of activities that are not in line with the main tasks of student affairs at FE Undiksha 3. Responsible to the Dean of FE Undiksha for various policies in the field of student affairs at FE Undiksha
5.	HEAD OF QCU	<ol style="list-style-type: none"> 1. Develop and make instruments related to the implementation of monitoring, evaluation and survey of reporting document needs in accordance with accreditation criteria. 2. Reviewing the results of monitoring and evaluation activities and formulating improvements to the quality control system at the Faculty level 3. Report the findings of monitoring activities 4. Obtain explanations from individuals or work units in their environment regarding the fulfillment of quality targets, both in academic and non-academic fields 5. Exploring information from various sources on various matters relating to increasing knowledge and implementing Faculty quality management 6. Make a report on the achievement of Faculty quality on an ongoing basis
6.	SECRETARY	<ol style="list-style-type: none"> 1. Preparing letters, meeting agendas and documenting according to the assignment of the Chair of the Faculty QCU 2. Record the entire process and results of the meeting and make an agenda for the Faculty QCU meeting.