CHAPTER II

THE BUSINESS OF INSTITUTE FOR RESEARCH AND COMMUNITY SERVICES OF BANDUNG INSTITUTE OF TECHNOLOGY

2.1 Description of *LPPM ITB*

Bandung Institute of Technology (*ITB*) as a research university is the center for development of science, technology and art (*IPTEKS*) on the basis of research and orientation to community services. Sustainable development of *IPTEKS* has been perseveringly conducted in order to improve the quality of *ITB* as one of the leading and most prestigious educational institutions in the world.

LPPM, Institute of Research and Community Services that is located in Jl. Tamansari 64, Bandung, is an organization within academic unit of *ITB* and is institutionally responsible for facilitation and coordination of collaboration in research and community services activities so as to increase competence of *ITB* and the community.

LPPM was established at the end of 2001. Wherein, the Institute for Research of *ITB* was settled in 1959. It merged with the Institute for Community Services of *ITB* as a form of transformation program of *ITB* toward academic excellence within an efficient, transparent, accountable, and professional management. It is consistently non-profit educational institution in order to perform *TriDharma*, the three duties of the institution which cover education, research, and community services, in balance.

LPPM ITB has well-managed its national and international collaboration with other research institutions, government, industries, private and state-owned enterprise, and community organization, and formulated the collaboration in consultancies. The occurrence of such collaboration reflects a high degree of community reliability to the competence of *LPPM ITB*.

2.2 Job Position and Coordination

In this part, I describe about my position and my work responsibilities. In addition, I also explain about how I made the coordination during my job training.

2.2.1 Job Position

In *LPPM ITB*, I was placed at Facilities and Infrastructure Division and at Information System Division. At Facilities and Infrastructure Division, I worked as a staff that inputted the document data. Whereas at Information System Divisions, I worked as a staff that inputted research journals and editted some journals regarding their writings and structures, then uploaded the journals to be linked to the web.

2.2.2 Coordination

During job training, I coordinated with some staffs as in the following:

1. Mrs. Rika Sudrajat, S.Sos as Chief Division in Public Administration. She is the head of Public Administration Division.

2. Mrs. Lani Marlani, A.Md as Sub-Division Chief in Facilities and Infrastructure. She gave me job to input the document data.
3. Mr. Dian Sumardiana, A.Md.Kom as a Staff in Information System Division. He gave me job to upload research journals to the web and editted some journals regarding their writings and structures.

2.3 Responsibilities

At Facilities and Infrastructure Division, Mrs. Lani gave job to input data, after it finished she checked and gave the same job. Whereas at Information System Divisions, Mr. Ian gave job to upload research journals to a web and to edit some journals regarding their writing and structures, then he checked and gave the same job.