

## **ABSTRACT**

*ABDIMAS is one of the existing work program on DP2M unit that manages the public service activities of institution. Unit capacity development is the effort made by the unit of work and institutions to improve the work program leading to improvement and development. In capacity development of DP2M unit, use of data, such as existing conditions, the benchmarking data of other universities (Indonesia University, Brawijaya University, and Al-Azhar University of Indonesia), and the Accreditation Standards BAN-PT. The data used for the identification and analysis of benchmarking and analysis of learning and growth perspective.*

*Identification and analysis is done by identifying the importance of accreditation standards and made it one requirement in the implementation of development. While the benchmarking analysis is done by comparing SOTK and other universities standard operating procedures.*

*The design proposed in this study were (1) SOP Planning, Monitoring, and Evaluation of Human Resources Community Services, (2) SOP Planning, Monitoring and Evaluation of Community Service Partners, (3) SOP Planning Community Service System Development, and (4) SOP Giving Reward Best Community Service Activities.*

***Keywords: public service, Standard Operating Procedures, benchmarking, learning and growth perspective.***