

Implementation of Academic Administration System in Asahan University

Faisal Safri Dedi^{1*}, Zainuddin², Irwandy³, Anil Hakim Syaofra⁴

^{1,2,3}Post Graduate School of Administration Education, Universitas Negeri Medan, Medan, Indonesia

⁴Mathematics Education Lecturer, Universitas Asahan, Asahan, Indonesia

*Corresponding author. Email: faisal.sdedi@gmail.com

ABSTRACT

His study aims to determine the implementation of the academic administration system, the obstacles that occur in the implementation of the academic administration system and efforts to overcome obstacles in the implementation of the academic administration system at Asahan University. This research is a qualitative research with a descriptive approach. This research was conducted at Asahan University, Asahan Regency, Kisaran. Data collection methods used in this study were interviews, document study and observation. The interview method was conducted to find out in depth about the activities of implementing the academic administration system at Asahan University. Document study is used to collect supporting data and results from the implementation of the academic administration system. Observations were made to examine the data from the document analysis in order to validate the research data. The data obtained were then analysed qualitatively by referring to standard theories and concepts. The results of the data analysis are then compiled so that a general conclusion of the study can be obtained. The results of research on the implementation of the academic administration system at Asahan University show that: (1) Planning has not been carried out thoroughly so that at the implementation stage there are obstacles, (2) Lack of discipline by lecturers in submitting SAPs, (3) Monitoring and evaluation have not been carried out programmatically. (4) Solution The lack of discipline of lecturers in submitting SAP is that Asahan University holds outreach to each faculty and provides training to lecturers at Asahan University. The main obstacle to implementing the academic administration system at Asahan University is the lack of discipline of lecturers in submitting SAPs.

Keywords: *Implementation, Academic Administration System, Asahan University*

1. INTRODUCTION

Higher education is an education unit that organizes higher education which aims to prepare students to become community members who have academic and / or professional abilities who can apply, develop or create science and technology and can develop and disseminate it, strive for its users to improve people's lives. (PP.60.Tahun 1998) [1].

All tertiary institutions in Indonesia are starting to improve their data management and academic services, including the Asahan University (UNA). The academic information system at Asahan University has been developed since 2008, students fill in their study plan cards (KRS) manually using the KRS form. In 2016 the

filling of study plan cards started online (not entirely Web-based), then in the new academic year 2017/2018 Asahan University began using the Web-based online academic information system (SIKAD) until now.

Based on the observations that have been made, UNA Kisaran is one of the universities in North Sumatra that has implemented an academic information system to make it easier to obtain good information in the form of implementing learning and administrative activities based on information and communication technology optimally. From the results of the preliminary study, the researcher found that there was a problem in the form of a lack of discipline by the lecturer in submitting the learning program unit (SAP).

Based on the explanation above, the researcher is interested in conducting research that reveals more about the implementation of the academic administration system at AsahanKisaran University so that this research raises the title Implementation of the Academic Administration System at Asahan University.

2. METHOD

Research on the implementation of the academic administration system at Asahan University is of a qualitative type. The stages of the qualitative method in this research are descriptive methods. Sanjaya (2014: 65) explains that descriptive research is research conducted to describe or explain systematically, factually, and accurately regarding the facts and characteristics of certain populations.

The stages of the qualitative method in this study use the following steps: (1) formulate the problem as the focus of the research, (2) collect field data, (3) analyze data, (4) formulate study results, (5) formulate recommendations.

3. RESULT AND DISCUSSION

Based on the documentation and field observations, it can be concluded that before the implementation of new student admissions began, the Asahan University managers arranged the committee first, the committee preparation meeting was held in January 2019.

Table 1. Composition of the Asahan University PKKMB activity committee for the 2018/2019 academic year

No	Name	Position
1	Prof. Dr. Ibn Hajar, M.Si (Rector) Dr. Tri Harsono, M.Si (Vice Rector for Academic Affairs) Drs. Zulkarnain Simatupang, M.Pd (Vice Rector for General Administration and Finance)	Advisor / Advisor
2	Ir. Ansuruddin, M.P (Deputy Chancellor for Student and Alumni Affairs)	Person in

3	Amir Hamzah, ST., MT (Dean of the Faculty of Engineering) Syafruddin, SP, M.MA (Dean of the Faculty of Agriculture) Bati, SE, M.Si (Dean of the Faculty of Economics) BahmidSH.,MKn (Dean of the Faculty of Law) Drs. Ely Ezir, MS (Dean of the Teaching and Education Faculty)	Director
4	Agus Salim, SE	Chairman
5	ZulfansyahRangkuti, SE M. Anshori, SE., MM	Deputy Chair
6	R. MitroKuntjoro, SE	Secretary
7	HilmayantiNasution, SE	Treasurer

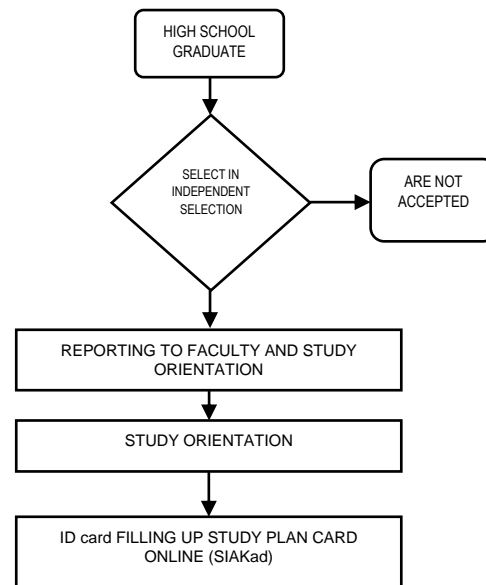


Figure 1. Flowchart of Asahan University Student Academic Activities

Filling in the Study Plan Card for new students is done after the implementation of the new student orientation. At the beginning of the semester, the required courses are taken according to the available package, which is approximately 20 credit system courses (course distribution). as for the flow of filling out the study plan card as follows: (1) new students pay for the tuition payment system through a bank that has been determined by Asahan University; (2) new students fill out the online study plan card format by

logging into the Asahan University academic system; (3) new students fill out a predetermined study plan card format; (4) new students print study plan cards and ask for the signature of the head of the study program; (5) requesting an endorsement stamp in the academic section; (6) submit a study plan card in accordance with the color description

Table 2. SAP collection in 2016, 2017, 2018, 2019

No	Study Program	Number of Subjects	Period 2016/2017 Academic Year		Period 2017/2018 Academic Year		Period 2018/2019 Academic Year	
			SAA	Syllabus	SA A	SYLLABUS	S A A	SYLLABUS
1	Mathematics	35	35	35	35	35	0	0
2	Indonesian Literature Education	37	37	37	37	37	0	0
3	English Education	40	40	40	40	40	0	0

The table above shows that SAP in the 2016/2017, 2017/2018 academic year period is complete but in the 2018/2019 period it is not complete. Even though the lecturer did not submit it for the upcoming academic year, in delivering the subject matter the lecturer still referred to the latest CPL and CPMK.

From the description of the lecture program unit (SAP) it can be concluded that in 2018/2019 the lecturers of the Faculty of Teacher Training and Education (FKIP) did not submit SAP, because the SAP that will be used as a teaching reference is in the form of the latest CPL and CPMK curricula. This is because lecturers at the Teacher Training and Education Faculty (FKIP) still do not understand the latest form of SAP.

4. CONCLUSION

Based on the data and analysis results described above, several conclusions can be drawn as follows:

1. The job descriptions of each staff are quite well structured, so that in the next implementation there will be benchmarks for the success of each activity
2. As for the obstacles that were found, lecturer discipline in submitting SAP was still lacking

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