

Study on the Completeness of Administrative Documents Tutorial Stare Advances (TSA)

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Abstract: This research is a descriptive character which generally aims to reveal the completeness of administrative documents Tutorial Stare Advances (TSA), tutors who served as a Tutor at UPBJJ-UT Makassar. The population in this research is Tutor who is assigned to perform the task of tutorial registration 2014.2 at UPBJJ-UT Makassar, as many as 302 people, as well as being a sample in research. In this research, analyzing the level of completeness of administration tutorial document face to face (TTM) Tutor registration period 2014.2, by using descriptive statistic that is percentage. Based on the results of data analysis using qualitative descriptive analysis obtained results: 1). Administrative completeness recapitulation value of tutorial 100% (complete), 2). Completed list of documents present student tutorials (complete 282 persons / 93.38%), (incomplete f: 20 / 6.62%), 3). Completeness of administrative documents RAT-SAT (complete, f: 276 persons / 91.40%), (incomplete f: 26 / 8.60%), 4). Completeness of administrative documents of meeting minutes of the tutorial, (complete: f 281 / 93.05%), (incomplete f / 21 / 6.95%). 5). Completeness of administrative document receipt of tutorial duty, complete (f (261) /86.42%), (incomplete f (41) / 13.58%. The participation of students in assessing the performance of tutors, for 1,889 people (37.20%), and non-participation of 3,189 people (62.80%) of 5,078 respondents.

Keywords: Completeness, document, administration, tutorial, lecturer.

1. INTROUDUCTION

Human resources is an integral part and has an important role in an organization of companies, institutions / institutions (government and private) who become planners and active actors in every activity of the organization. Without quality resources, an organization cannot perform its activities properly. They have the heterogeneous thoughts, feelings, desires, status and educational background, age, gender, brought into an organization so unlike machines, money and materials that are can be mastered and fully regulated in support of the achievement of organizational goals Nitisemito: 1996).

Organization is a consciously coordinated social unit, with a relatively identifiable boundary, working continuously to achieve its goals. As a result of the interaction with the characteristics of each and many interests that shape lifestyle, behavior patterns, and work ethics, all of which will characterize the condition of an agency or organization. One of the things must be considered in the implementation of work is the realization of good employee performance. Performance is the result of quality work achieved by an employee in performing their duties in accordance with the responsibilities given to him (Anwas Prabu: 2009).

Therefore, the performance of employees need to get attention in an effort to achieve maximum goals. Success on the performance of employees / employees in achieving the maximum goal, required the discipline of work from employees / employees. Work discipline is an attitude of respect, respect, obedience and obedience to the rules that apply, both written and unwritten, and able to run and not evasive to accept the sanctions if employees / employees violate the duties and authorities given to him (Siagian: 2006)

Melayu S.P Hasibuan (2001) defines work discipline is the awareness and willingness of a person to obey all rules established and enforced by an agency / institution / company or organization. Awareness is the attitude of a person who voluntarily obeys all the rules and is aware of his duties and responsibilities, while the willingness is the attitude, behavior and actions of someone in accordance with the regulations of institutions / institutions or regulations are written as well as regulations that are not written.

In addition, besides awareness, willingness, also required a disciplined attitude for in his position as an employee of an institution, institution, or organization that plays a role in achieving the goals of the organization / institution / institution. Discipline is training, especially the training of thoughts and attitudes to produce self-control, habits to comply with applicable rules (Siagian: 2006).

In line with the above, the Open University (UT) was present as an institution / institution of higher education since 1984, until now persist and exists in running its vision and mission which, among others, provides access to world-class education for all levels of society through the implementation of various programs PTTJJ (Higher Education Open Distance) to produce highly competitive graduates, producing human resources with academic and professional competence that are able to compete globally, increasing community participation in continuing education to realize knowledge-based society. In order to realize the vision, mission, and objectives, it is necessary to have a broad-minded, dedicated and accountable leader, and through his leadership can utilize and develop all the potentials in achieving the stated objectives as well as the vision, mission and purpose of UT as institution of PTTJJ.

In addition to being an institution of PTTJJ, Open Universities apply the Distance Learning System (SBJJ) to require students to study independently, to have their own initiative or initiative in learning the material, to do the tasks, to strengthen their skills, and to apply their learning experiences in the field / work. Self-study in many ways is determined by the ability of students to manage time and learn effectively. Thus, students must have strong self-discipline, initiative and motivation to learn. Self-study can be done individually or in groups using print or non-print materials as a learning resource. To help students learn, UT provides a range of learning assistance services (Program Catalog Pendas, 2015).

One of the learning assistance services provided by UT to students, especially the Basic Education (Basic Education) program, is a face-to-face tutorial service (TTM) which is a process of providing assistance and tutoring from someone (tutor) to others (students). In UT's distance learning system, tutorials are an integral part of the student learning process, where in the tutorials there are various aspects, learning assistance, tutor interaction with students, and student interaction with students.

Tutorials are done to assist students in solving learning problems through the provision of information, discussions and other activities that can increase student motivation to learn and complete studies. Tutorials are also intended to improve students' ability to be willing and able to learn independently. In relation to the provision of learning assistance services through a face-to-face tutorial (TSA) which is a UT (Open University) obligation, it is important to remember the varied nature, background, and abilities of UT students. And in this context the presence of tutors becomes important which is the academic staff in charge of facilitating the learning process of students with emphasis on mastery and deepening of lecture material according to the teaching materials.

To accomplish this, through the BBLBA (Learning Aid and Teachers Service) unit / section at UPBJJ-UT, responsible for organizing tutorials, especially face-to-face tutorials (TSA) At UPBJJ-UT Makassar, in the implementation of face-to-face tutorial, referring to the UT face-defined tutorial procedure, such as appointment criteria and assignment of tutor, tutorial implementation procedure, administrative completion of tutorial implementation. One of the concerns of BBLBA UPBJJ-UT Makassar is the implementation of the tutorial. Based on the tutor's guidance in the implementation of the tutorial, that after the tutorial implementation, the tutor is required to submit the result of the tutorial to UPBJJ-UT no later than one week after the eighth meeting:

- a. Value Recapitulation
- b. Student Present List
- c. RAT-SAT
- d. Tutorial Meeting Notes

e. Receipt of assignments and completed the results of student assignments that have the highest score and the lowest value

f. Evaluation of tutors by students.

The tutorial administrative documents mentioned above have become a provision that is absolutely adhered to and becomes a liability for the tutor. This is important considering the agreement and understanding between the two parties, between the UT and the tutors who were selected as non-UT academic personnel of the selection result. In other words, face-to-face tutorial administration documents, absolutely fulfilled by the tutor as a form of responsibility attitude in accepting tutorial duties as tutor. Besides, the attitude of responsibility and compliance of tutors in fulfilling the completeness of the tutorial administration document is a form of appreciation attitude of the tutor to the UT, especially to the head of UPBJJ-UT Makassar.

But the record obtained from BBLBA staff UPBJJ-UT Makassar, showed that in every registrar / tutorial period, both the program and the non-target audiences 0% omission and compliance of tutors completing and submitting the tutor's administrative documents are not reached, such as the registration period 2013.1, there are 102 cases from 352 tutors, registration period 2013.2, 88 cases of 325 tutors and registration period 2014.1 there are: 58 cases from 302 tutors, tutorial administrative documents covering errors, use of tutorial duty value formulas, malformed, scoring, meeting records, and others are incomplete. In connection with this, then formulated the problem as follows:

1. How much is the completeness of the administrative documents of the recapitulation of the tutorial value
2. How big is the completeness of the administrative documents on the attendance list of student tutorials
3. How much is the completeness of the administrative document RAT-SAT tutorial
4. How big is the completeness of the administrative records of the tutorial meeting
5. How big is the completeness of the administrative document receipt of the tutorial task
6. How big enlargement of student participation of pendas program to evaluate the performance of tutor

2. RESEARCH METHODS

This research was conducted to find out the completeness of administrative document of recapitulation of tutorial value, completeness of administration document of attendance list of student tutorial; completeness of administrative documents RAT-SAT tutorial, completeness of administrative documents record meeting tutorial, completeness of administrative documents receipt of tutorial tasks, and participation of students of the pendas program to evaluate the performance of tutors.

The population in this research is Tutor who is assigned to perform the task of tutorial registration 2014.2 at UPBJJ-UT Makassar, as many as 302 people, as well as being a sample in research. Types and Sources of data used in this research is qualitative data and analyze the level of completeness of administration document tutorial face to face (TSA) Tutor registration period 2014.2, by using descriptive statistic that is by percentage.

3. RESULTS AND DISCUSSION

Presentation and analysis of data intended to answer the problems posed. The data presented in this section is data obtained through verification activities and application tutorial face to face registration 2014.2 on staff section BBLBA UPBJJ-UT Makassar, in the form of administrative documents that cover, administrative documents recapitulation value tutorial, attendance document tutorial student tutorial, administrative documents RAT-SAT tutorial, document meeting tutorial, document administration receipt of tutorial tasks, student participation documents in performing tutor performance evaluation.

The presentation and analysis of the data are as follows:

1. Document Data Number of tutors assigned to Program Pendas, registration period 2014.2, at UPBJJ-UT Makassar as many as 302 people.

2. Data verification results complete administrative documents recapitulation of the value of the tutorial there is incompleteness: 0 (Zero) People.

Table 1: Result of percentage analysis of completeness of administrative document of recapitulation of tutorial value

No item	Number of tutors (people)	Alternative Administration Document	f	%
1	302	Complete document	302	100.00
		Document is incomplete	0	0.00
amount			302	100.00

Table 2: Result of percentage analysis of completeness of administration documents present list of student tutorial

No item	Number of tutors (people)	Alternative Administration Document	f	%
2	302	Complete document	282	93.38
		Document is incomplete	20	6.62
amount			302	100.00

Table 3: Result of percentage analysis of completeness of administration document RAT-SAT tutorial

No item	Number of tutors (people)	Alternative Administration Document	f	%
3	302	Complete document	276	91.40
		Document is incomplete	26	8.60
amount			302	100.00

Table 4: Result of percentage analysis of completeness of administration document of meeting of tutorial

No item	Number of tutors (people)	Alternative Administration Document	f	%
4	302	Complete document	281	93.05
		Document is incomplete	21	6.95
amount			302	100.00

Table 5: Result of percentage analysis of completeness of administrative document of meeting of tutorial

No item	Number of tutors (people)	Alternative Administration Document	f	%
5	302	Complete document	261	86.42
		Document is incomplete	41	13.58
amount			302	100.00

Table 6: Result of percentage analysis of student participation of Program Pendas in doing evaluation of tutor performance

No item	Total Student registration 2014.2	Performance evaluation tutor	f	%
6	302	Participate	1889	37.20
		Not Participate	3189	62.80
amount			302	100.00

The results of the analysis of the administrative documentation of face-to-face tutorial (TSA) of the program tutor, to the deadline and the limit of tolerance of the administrative document file of the tutorial shows that from 302 tutors on duty, complete administrative recapitulation of tutorial value (100%), (item 2), 282 complete tutors (93.38%), incomplete 20 tutors (6.32%), administrative documents RAT-SAT tutorial (item 3), 276 complete tutor (88.40), incomplete 26 tutors (8.60%), administrative records of tutorial meetings (item 4) 281 complete tutor (93.05%), incomplete 21 tutors (6.95%), administrative document receipt tutorials (item 5), 261 complete tutors (82.42%), not complete 41 tutors (13.58%), and student participation in evaluating tutor performance, 1,889 people (37.20%), and non-participating 3,189 people (62.80%) from 5,078 respondents.

4. CONCLUSION

The conclusions can be drawn from the research results and discussion based on formulation the problem is presented as follows:

1. Tutor in carrying out tutorial tasks during the registration 2014.2 Program Pendas only on the document administration of the recapitulation of value tutorials, all tutors obeyed under the applicable provisions (of a total of 302 tutors).
2. There is an administrative document attendance list tutorial, there are 20 tutors (6.62%) who do not comply with the stipulated requirements.
3. In the administrative document RAT-SAT tutorial, there are 26 tutors (8.60%) incomplete, 276 complete ones (91.40%).
4. In the administrative documents of the tutorial meeting notes, 21 tutors (6.95%) were incomplete, and 281 people (93.05%) were complete tutors.
5. In the administrative document receipt of the tutorial task, there are 41 tutors (13.58%) incomplete, and 261 tutors (86.42%) complete.
6. On the participation of students in evaluating the performance of tutors for 1,889 people (37.20%), and those who did not participate was 3,189 people (62.80%), from 5,078 respondents.

5. SUGGESTION

In relation to the results of the previously mentioned research and the implications in fulfilling the obligations and rights of tutors, especially the tutors on the Pendas Program, the following suggestions are made:

1. To achieve complete administrative documents / tutor equipment, when receiving and submitting tutor equipment by tutor required steps as follows:
 - a. The need for emphasis on assertiveness by the recipient of the tutor file (administration) to the tutor where there is found lack of one type of file / document administration.
 - b. There is a need for a strict time limit as the provisions of the delivery schedule of tutor equipment when there is a shortage.
 - c. The need for strong sanctions to tutors who lack file / administrative documents, in the form of revocation of rights as tutors during the next tutorial.
 - d. The necessity of a scorching honorarium for tutors who always lacks administrative tutorial files.
2. Responsible for the student service area in each region, should be included as the person responsible for the lack of administrative tutorial files on the work area.
3. Targets lack and completeness of administrative documents tutorial of all types, should be set 0% (Zero Percent) in each tutorial period.

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