



**Journal of Human And Education**  
Volume 4, No. 1, Tahun 2024, pp 36-41  
E-ISSN 2776-5857, P-ISSN 2776-7876  
Website: <https://jahe.or.id/index.php/jahe/index>

## **Education On Simplifying Digital-Based Village Administrative Affairs**

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### **Abstract**

When the author carried out service for one month, namely in Pekalangan village for two weeks and in Pekalangan village for two weeks, the author discovered exactly the same problem, namely the complexity of managing administration in rural areas. After that, the author held discussions with other colleagues and found a solution to simplify the village administration program. As a result, the authors agreed to propose creating a website in each village with the main aim of making it easier for village residents to manage administration. The research results show 1). When observing for two weeks in each of the villages of Bojong Loa and Pakalaang, the author found similar problems, namely the difficulty of managing administration in both villages. 2). The author suggests a solution for village officials to form an IT team, coordinating with local governments, in this case the Tangerang city government and Cirebon Regency, so they can create a website. 3). The village website functions to make it easier for rural communities to take care of administrative matters such as administering KK, KTP, KIP, KIM, making it easier for people to get information, and as a form of transparency in the use of village funds. 4). The village website has been implemented and is successful in several villages such as Kertamulya village and has succeeded in making it easier for village residents to take care of administration.

**Keywords:** *Education, Simplifying, Digital-Based Village Administrative*

### **INTRDOUCTION**

Etymologically or from the origin of the word, administration comes from the English "administration", with the infinitive form to administer which is interpreted as to manage. Administration can also come from the Dutch word "administratie", which has the meaning of including administration, management of organizational activities, resource management. From this definition, administration has meaning in a narrow sense and a broad sense. In a narrow sense, administration is often defined as administrative activities. Administration is essentially the work of controlling information. Administration is also often defined as activities related to writing/taking notes, duplicating, storing, or what is known as clerical work (Kurniawan, 2018). Administration in a broad sense is defined as cooperation. The term administration relates to cooperative activities carried out by humans or groups of people to achieve the desired goals. Collaboration is a series of activities carried out by a group of people together, in an orderly and directed manner based on the division of tasks in accordance with mutual agreement (Andi Cudai, 2022)

We often hear the term administration, especially in fields that deal with note-taking, bookkeeping, correspondence, making agendas, and so on. Knowledge of administration in government agencies or companies is very necessary to support the implementation of government or company activities. If an agency has good administrative management, the agency will also be able to run well. Administration in general can be divided into two meanings, namely in the narrow sense and the broad sense. The definition of administration in the narrow sense

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according to Prajudi Atmosudirdjo is "administration or office work which includes note-taking, writing, typing, correspondence, archiving, and so on". . Apart from Prajudi Atmosudirdjo's opinion, there are other opinions regarding administration in the narrow sense. According to Ismail Nawawi, administration in the narrow sense is "recording every administrative component which includes management, organization and operational activities" (Nawawi, 2009a).

Based on the definition above, it can be interpreted that administration in the narrow sense is data and information processing activities which include note-taking, correspondence and written bookkeeping activities required by an organization. There are several definitions according to experts regarding administration in a broad sense. According to Sondang P. Siagian, administration in a broad sense is "the entire process of cooperation between two or more people which is based on certain rationality to achieve predetermined goals". (in Ayub, 2007:30). If you look at Sondang P Siagian's opinion, administration can be illustrated like a soccer player who collaborates with other players to win his team in a match. The definition of administration in a broad sense according to another expert, namely Ismail Nawawi, says that: Administration in a broad sense is the process of a series of activities regarding basic work carried out by a group of people dynamically in cooperation with a pattern of division of labor to achieve certain goals and objectives in a rational, rational manner. effective and efficient. Ismail Nawawi's opinion is similar to Sondang P. Siagian's opinion regarding cooperation carried out to achieve a common goal(Nawawi, 2009).

The administration referred to in this writing is administration in rural areas, such as processing Resident Identity Cards, Family Cards, Healthy Indonesian Cards, Smart Indonesian Cards, Poor Indonesian Cards, Scholarships, and so on which are usually handled in rural areas. Meanwhile, the digital-based village administration management referred to by the author is that this management can be accessed via the village's website. A website or site can also be interpreted as a collection of pages that are used to display information, text, still or moving images, animation, sound, and/or a combination of all of these, both static and dynamic, which form a series of interconnected buildings, each of which each connected to a network of pages (Ardian, 2008).

A web is an application that contains multimedia documents (text, images, sound, animation, video) in it that use and can be accessed using software called a browser. To open a website, the user must have a device (computer, smartphone) that is connected to the internet or intranet. Website or web pages are generally in the form of documents in Hyper Text Markup Language (HTML) format, which can be accessed via HTTP or HTTPS, a protocol that conveys various information from the website server to be displayed to users or users via a web browser. A website has a unique and specific URL address called a domain. For example, the domains Maxmanroe.com, Google.com, Facebook.com, and others. The website can be accessed using a browser and internet connection. However, there are several websites that can be accessed using a local network (LAN) (Surajino, 2004).

Websites consist of static website data and dynamic websites. It is static if the information content of the website is fixed, rarely changes, and the information content is directed only by the website owner. It is dynamic if the information content of the website is always changing, and the information content is two-way interactive coming from the website owner and users. An example of a static website is one that contains a company profile, while a dynamic website is one like Friendster, Multiply, etc. In terms of development, static websites can only be updated by the owner, while dynamic websites can be updated by users and owners. A dynamic website is a type of website that is specifically designed to display updated content as often as possible. Dynamic websites can be adjusted to suit your needs, both in terms of appearance and in terms of features. Dynamic websites are generally designed with a visual concept and high interaction capabilities with users. Some features that can be added to dynamic websites are comments columns, live chat features, registration forms, and so on (Pressman, 2002).

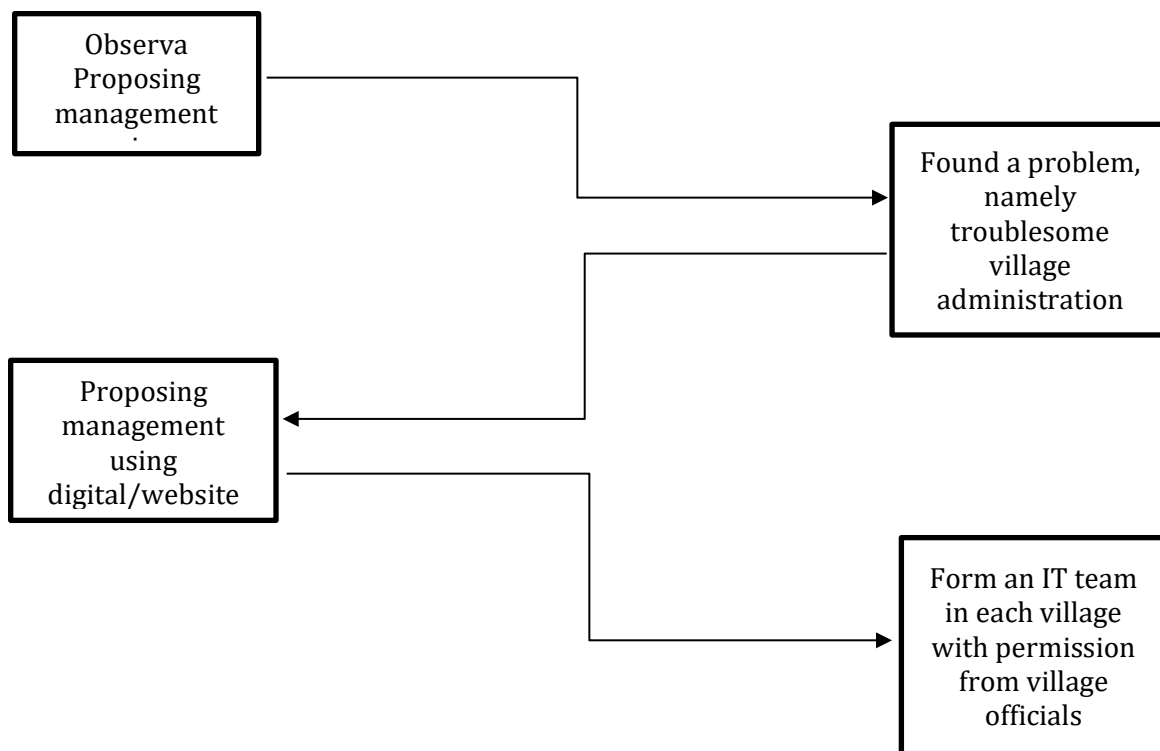
The type of website referred to in this writing is a dynamic website that is always updated regarding administrative matters such as processing KTP, KK, KIP, KIM, KIS, Scholarships, Financial Reports, Development Reports, and so on. The author believes that the concept of digital-based village administration management can be a solution for rural communities and village officials. The author found this policy as a solution from observing problems that the author found while doing community service in Pekalangan village, Cirebon, Indonesia and Bojong Loa village, Tangerang. The author observed for two weeks that the two villages had difficulties in managing administration and controlling village development, in this case managing administration in the form of making KK, KIM, KIS, KIP, KTP, and controlling the use

and development of villages sourced from village funds. Based on this, in the author's opinion new innovations are needed in simplifying village administration affairs by creating digital-based village administration affairs using dynamic websites.

## METHODS

When the author carried out service for one month, namely in Pekalangan village for two weeks and in Pekalangan village for two weeks, the author discovered exactly the same problem, namely the complexity of managing administration in rural areas. After that, the author held discussions with other colleagues and found a solution to simplify the village administration program:

**Figure 1**  
Author's Stages of Finding Problems and Solutions



## RESULT AND DISCUSSION

### Digital/Website Administration in the Village

Etymologically or from the origin of the word, administration comes from the English "administration", with the infinitive form to administer which is interpreted as to manage. Administration can also come from the Dutch word "administratie", which has the meaning of including administration, management of organizational activities, resource management. From this definition, administration has meaning in a narrow sense and a broad sense. In a narrow sense, administration is often defined as administrative activities. Administration is essentially the work of controlling information. Administration is also often defined as activities related to writing/taking notes, duplicating, storing, or what is known as clerical work (Kurniawan, 2018). Administration in a broad sense is defined as cooperation. The term administration relates to cooperative activities carried out by humans or groups of people to achieve the desired goals. Collaboration is a series of activities carried out by a group of people together, in an orderly and directed manner based on the division of tasks in accordance with mutual agreement (Andi Cudai, 2022)

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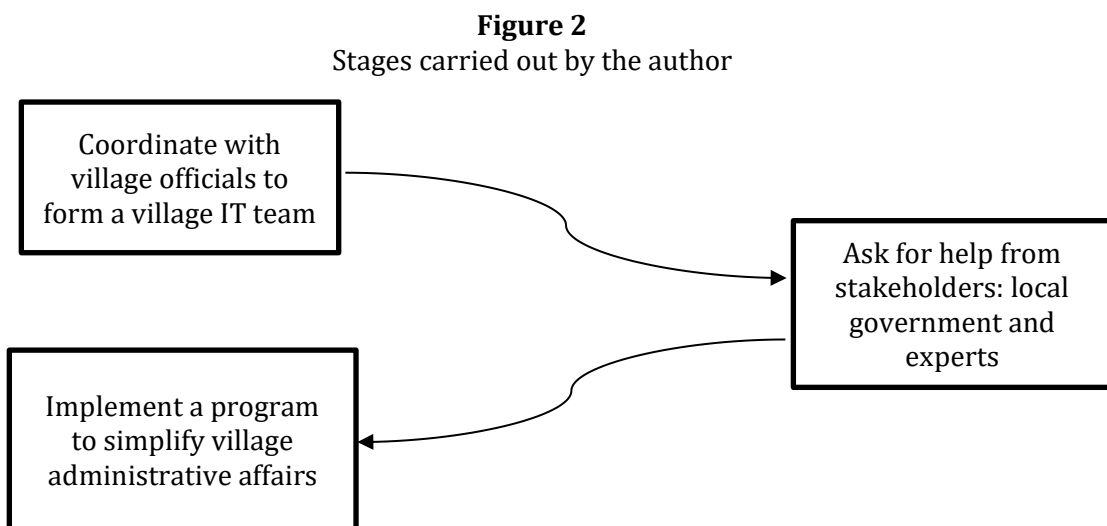
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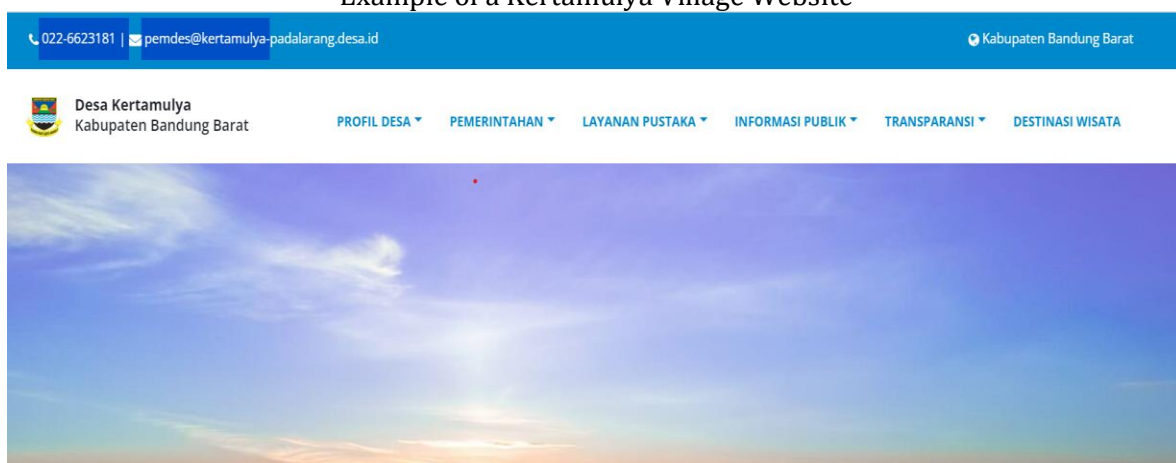
### Stages carried out by the author

The steps that must be taken for the Digital Website to simplify village administration matters are as follows:



The digital/website-based village administration management referred to in this research consists of village profiles, announcements of current issues, transparency, and so on. The following is an example of a village website that has been implemented in Kertamulya village, West Bandung Regency:

**Figure 3**  
Example of a Kertamulya Village Website



The administrative simplification referred to in this research means that rural communities do not have to come to the village office to take care of KTP, KK, KIS, KIM, announcement of scholarships, competitions, and so on. People just need to fill in the form and upload the documents until they are finished. In this way, researchers believe that this can help rural communities to be able to manage administrative matters more simply.

### EXPRESSION OF THANKING

The author would like to express his deepest gratitude to all parties who have been involved in this research, especially village officials and rural communities in Pekalangan village, Cirebon, Indonesia and Bojong Loa village, Tangerang, Cirebon Regency Government, Tangerang City Government, ahl Dr. Yuni, Prof. Erik, and others who cannot be mentioned one by one but do not disrespect the author.

### CONCLUSION

Based on the very comprehensive explanation above, several conclusions can be drawn as follows:

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1. When observing for two weeks in each of the villages of Bojong Loa and Pakalaang, the author found similar problems, namely the difficulty of managing administration in both villages.
2. The author suggests a solution for village officials to form an IT team, coordinating with local governments, in this case the Tangerang city government and Cirebon Regency, so they can create a website.
3. The village website functions to make it easier for rural communities to take care of administrative matters such as administering KK, KTP, KIP, KIM, making it easier for people to get information, and as a form of transparency in the use of village funds.
4. The village website has been implemented and is successful in several villages such as Kertamulya village and has succeeded in making it easier for village residents to take care of administration.

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