ORGANIZATIONAL MANAGEMENT FOR THE ARABIC LANGUAGE EDUCATION STUDY PROGRAM AT STIBA AR-RAAYAH

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Abstract
Management has an important role in education to carry out activities and programs, institutions or organizations or any project cannot stand alone without management, Stiba Ar-raayah has developed a curriculum and management that is different from other universities in Indonesia, where students have to live in a dormitory for 5 years to maintain an Arabic environment. This research uses a qualitative descriptive approach and a qualitative approach, namely the latest picture of management for the Arabic Language Education Study Program in stiba Ar-raayah and its organization. structure and look at the principle principles of its organization. This study aims to describe the management of the organization for the PBA study program in stiba Ar-raayah. The results of this study explain that the management for the PBA study program in stiba Ar-raayah in its principle principles can be detailed: the existence of clear objectives in its vision and mission, program planning is assigned to the person in charge of each division at the beginning of each academic year at the work meeting, delegation of authority in writing with an organizational structure, a wide range of control with the presence of subordinates the many, clear and detailed job descriptions, types of line and staff organizations, as well as the presence of a clear organizational structure, this shows that the organization in Stiba ar-raayah is well structured
Keyword: *management, organization management, Stiba Ar-raayah*

Abstrak
Manajemen memiliki peran penting dalam pendidikan untuk melaksanakan kegiatan dan program, lembaga atau organisasi atau setiap proyek yang tidak dapat berdiri sendiri tanpa manajemen, Stiba Ar-raayah telah mengembangkan kurikulum dan manajemen yang berbeda dari universitas lain di Indonesia, yang mana mahasiswanya harus tinggal diasrama selama 5 tahun untuk mempertahankan lingkungan Bahasa Arab. Penelitian ini menggunakan pendekatan deskriptif kualitatif dan pendekatan kualitatif yaitu gambaran terkini tentang manajemen organisasi Stiba Ar-raayah dan organisasinya. struktur dan melihat prinsip prinsip organisasinya. Penelitian ini bertujuan untuk mendeskripsikan manajemen organisasi di Stiba arraayah Hasil dari penelitian ini menjelaskan bahwa manajemen organisasi di Stiba Ar-raayah dalam prosesnya dapat dirincikan: adanya tujuan yang jelas dalam visi misinya, perencanaan program ditugaskan kepada penanggung jawab masing masing divisi setiap awal tahun akademik di rapat kerja, pelimpahan wewenang secara tertulis dengan struktur organisasi, rentang kendali luas dengan jumlah bawahan yang banayk, deskripsi pekerjaan yang jelas dan terperinci, jenis organisasi lini dan staf, serta adanya struktur organisasi yang jelas, ini menunjukkan bahwa orgasisasi di Stiba ar-raayah terstruktur dengan baik
Kata Kunci: *manajemen, manajemen organisasi, Stiba Ar-raayah*

INTRODUCTION

Management has an important role in education to carry out activities and programs, institutions or organizations or any project that cannot stand alone without management, and management has several main functions: planning, organization, leadership, and supervision, therefore Management is defined as the process of planning, organizing, leading and controlling (Harahap, 2000) a organizational efforts in all aspects in order to achieve organizational goals effectively and efficiently as expected (Umam et al., 2019).

In an educational institution, formal or informal, there is planning that will not be able to succeed without the organization, and the organization will not be able to run unless there are human resources who have sufficient competence can carry out the plan to achieve the goals of the organization (Rahmawati, 2018), because they have strong relationships and do not can be separated from one another, and human beings have many needs in doing important things in their lives such as studies, work, advocacy, etc. which definitely require organization. Human beings need good organization to achieve the desired goals. And the management of an organization i strongly influenced by kinerja management, kinerja management is key in the success of an organization (Astusi, n.d.).

Organization is the cooperation of two or more people in a coordinated situation to achieve the expected results (Syafaruddin, 2015). Organization is a living and evolving reality in human life, both in the life of the individual and especially with regard to society, and some other management of the organization (Rifa'i, 2019). Experts understand organizations in the sense of the possibility of carrying out various activities, while others stipulate that an organization always consists of a group of people who are expected to achieve certain goals together, and in addition the organization is a unit that coordinates many interests , for which there is an organizational management in (Agus, 2016)   an educational institution in order to determine the tasks to be carried out and who will make decisions on those tasks in order to form a logical division of labor in a coordination system.

The process of organizing within the company, education and others includes the restriction and summation of tasks, the grouping and classifying of tasks, the delegation of authority among the employees of the company. Similarly, the process of organizing in other corporate organizations, including in government organizations, universities, banking, and others which is organizing in the field of services for the community. Hal this is also very important because it relates to humans who benefit from fisik or other material resources. It can be   understood that organizing can be described by the process of relationships in an organization where people are placed to work with the internal and external environmental factors of the organization (Rifa'i, 2019).

Organizations are needed by humans, not only to meet basic needs, but also to fulfill the needs of social needs, to the need for existentiality. Many people are willing to spend some of their economic ownership to build and strengthen the organization. And others there are those who leave their relatives, families, the luxuries of their world and others for the sake of organization. And so on, until it is mentioned that

humans are organizational creatures derived from the instinct of group life (Agus, 2016).

The university has grown in managing Arabic language education programs in Indonesia, including Stiba arraayah. St.iba arraaya has developed a curriculum and administration that is different from other universities in Indonesia, its students take five years of study at the undergraduate level in the Arabic Language Education Study Program. The first year was a year of preparation to strengthen and develop the Arabic language to face the lessons that were all for Arabic. The program requests that students in the first year be prepared for lessons in Arabic and become students who have a dual background in their competencies.

And previous research from Uril Bahruddin supports that an optimal Arabic teaching strategy emerged from Al Raya University. As researchers see, graduates of this university have high language skills, and Stiba arraayah has two majors, namely, the Department of Arabic Language Education (Bachelor / S1) and the Department of Da'wah and Media (Bachelor / S1), and (Rasyid et al., 2019) Stiba Ar-raayah College has 30 lecturers and 760 students.

Previous studies that discussed organizational management aimed to find out how to empower youth through the implementation of youth organization management (Saneba et al., 2021), Organizational management consists of various activities in the form of planning and managing organizational resources to achieve the expected goals, and studies in the management of arabic language education organizations and found organizations that are unclear and there is no clear structure in them and studies look at the management of the organization of the Dar Al-Lughah Arabic language center course program and Islamic Studies (Miftakhul Fariz, 2016) while in markaz Al azhar there is no clear management organization structure (Hidayati et al., 2019), and in ma'had Manbaus shalihin (Umam et al., 2019), the management of the orgasnization of the Arb language there is clear. With the aforementioned background, this study aims to describe organizational management in the Arabic Language Education Study Program in Stiba ar-raayah.

RESEARCH METHODOLOGY
This study describes the case of management organizations in the Arabic Language Education Study Program in Stiba ar-raayah Sukabumi, West Java This research uses a qualitative descriptive approach and a qualitative approach, namely the latest picture of the management of the Stiba arraayah organization and its organization. structure and view the functions of each responsible person and staff as well as principles of its organizational principles.

And the data collection is carried out in two ways, the first is a personal interview, with the secretary of the director Stiba arraayah and the head of the Arabic Language Education Study Program in Stiba arraayah, and the second: field observation, the researcher is one of the lecturers in Stiba Ar-raayah with observe the state of Stiba arraayah and its organization, and the third: documentation, that is, by collecting data on documents relating to the management of the Stiba arraayah

organization; Data analysis starts from the process of collecting, sorting, presenting and then drawing conclusions from it.

RESEARCH RESULTS AND DISCUSSION

In organizing there are several principles that must be owned including: 1) Organizational objectives as a reference in the process of structuring cooperation. 2) Unity of purpose, 3) Unity of command, 4) Range of control, 5) Delegation of authority according to the limitations of the manager's abilities, 6) Balance of authority and responsibility, 7) Responsibility 8) Clear division of labor 9) Forming personnel according to their functions and duties. 10) Working relationship: is a series of functional (horizontal) relationships and authority-level (vertical) relationships. 11) Efficiency: organizational structure refers to the achievement of optimal results. 12) Good coordination (Mulyono 2008).

The organizational management process consists of: organizational management goals, defining activities or programs to achieve goals, grouping or disseminating activities, delegation of authority, scope of control, detailing work for each individual, quality of work of the organization, and organizational structure. And the management of the organization Stiba arraayah Based on the observations and interviews conducted by the researcher with the secretary of the lecturer and (Hasibuan, 1996)one of the administrators and teachers in Stiba arraayah and the documentation of files related to the subject matter, the management of the organization in Stiba arraayah can be described as follows:

1. Destination Stiba arraayah

The purpose of planning is to ensure the effective and efficient achievement of organizational goals, which is, in fact, the basic criteria in theformulation of a plan to achieve the main objectives of an enterprise. The achievement of goals always depends on the plan and the magnitude of the organization's contribution to planning . (Dakhi, 2016)Education in Stiba arraayah begins with the first year of linguistic preparation in which students study Arabic. In your hands is a series of teaching Arabic to non-native speakers, tawhid, fiqh, tafsir and the Koran.

Stiba arraayah's goal is illustrated in Stiba arraayah's vision and mission: Stiba arraayah's vision is to become a leading Arabic-based university in Indonesia, and its mission is to organize and professional Arabic language education and learning, conduct research and development in the field of Arabic education and learning technology, and empower people based on Islamic values (Sukabumi, 2022).

2. Planning

Planning becomes one of the most vital management activities. This is because planning is the starting point of the next three activities, namely organizing, implementing, and assessing. Organizing is carried out on the basis of the results of planning. Its implementationis carried out to realize a plan. Meanwhile, control is carried out to ensure implementation in accordance withits planning(Wiyani, 2017).

The establishment of activities and programs in the Arabic Language Education Study Program in stiba Ar-raayah to achieve a planned goal, as well as its grouping becomes the responsibility of each person in charge, and each person in charge must

plan plans and programs on   At the beginning of the academic year with the data on the costs needed to carry it out for one academic year, then they had a working meeting with Mudir to discuss the plan and several other important things.

3. Delegation of authority

Authority is the right for every official to be able to act so that his duties and responsibilities can be carried out properly. An official cannot possibly perform all his own duties, so he must hand over his duties to his subordinates. The division of duties must be accompanied by a clear surrender of authority.(Rohmah, 2019)

The transfer of responsibilities and work in the Arabic Language Education Study Program in stiba Ar-raayah is divided between all teachers and employees in writing with a clearly written organizational structure and is intended.   According to Syarifuddin in his book that the granting of authority and responsibility in an organization or institution will lead to success and failure in carrying out a responsibility, and the scope of authority is considered wide because of the large number of members in the organization(Syafaruddin, 2015) . Hasibuan also emphasized that in regulating the process of forming a structure with its integrated parts so that relationships can be established with each other, this is something very important.(Hasibuan, 2005)

4. Control range

Level of Control Level or range of control means that it is necessary that the number of subordinates is controlled by a superior rationally. Therefore , the levels of existing authority   should Optimize Organizational Management Effectively   and Efficiently 55 be limited to a minimum so that not all feel they are on top . There are two control   ranges, namely: (a) Narrow control range consisting of 4-8 people, (b) Wide   control range consisting of 8-15 people even more than that (Candra Wijaya and Rifa'i 2016). The range of control has a significant effect on the quality of leader relationships and on the behavior of Organizational membership (Ahmadi 2017).

The range of control in Stiba Ar-raayah includes a wide range, where the director is in charge of many subordinates who become managers under him.

5. Job diskription

To support employee performance, organizations must pay attention to one of the factors that affect it, for example, job description. A job description is a series of lists of duties, obligations, and responsibilities that are required(Syelviani, 2017) in a particular job. The details of the work of the (Dharma et al., 2020) Arabic Language Education Study Program in the Ar-raayah stiba of each person in charge are written in twenty-three pages that each person in charge has a detailed task, so that it is clear, and no one is confused by his work.

6. Types of organizational forms

There are 3 forms of organizational forms, namely:

1) Line shape: During the development of the first industry. This form of line is widely used in military environments and small enterprise enterprises. So the line organizational form is seen as the oldest and most widely used form. The advantages of the line organization, all decisions can be solved directly because in a particular situation the leader becomes one of the main goals in solving problems.

Lack of line organization, what if there is a problem or problem cannot be solved quickly becausea leader is out of place (Trio Idha et al., 2018).

This form has a characteristic; The organization is relatively small and simple, The relationship is directly through the shortest line of authority, The chairman is usually the owner of the company, The number of employees is relatively small and mutually exclusive, the Chairman the source of power, the disconnection and wisdom of the organization (Muljawan, 2019).

2) Line and Staff Forms: In small organizations, all supervisory employees are line personnel. But when an organization begins to develop, it is necessary to have staff who are able to provide advice and services to the work unit and this person is called the "personnel staff". There are two kinds of personnel staff: 1). Advisory 2). "Auxiliary personnel" who are in charge of carrying out supporting activities for the smooth running of the mechanism of an organization (Rohmah, 2019) .

3) Functional Form A functional organizational form is when the power of the leader is devolved to the official who leads a unit of a particular field subordinate to it. So that each head of this unit has the power to regulate all the officials subordinate to him aslong as they know his field, the organization based on (Rohmah, 2019)the nature and type of work to be done, there is a division of labor based on very deep "specialization" and each official only carries out duties or jobs according to his expertise .(Muljawan, 2019)

From the description above, it can be concluded that the organizational form in the Arabic Language Education Study Program in Stiba Ar-raayah is a form of Line and Staff, because in this form there are leaders and leaders under it and leaders assisted by staff. This type of organization is usually used for large organizations, the working area is large, and the work is large. The authority of the leadership is to make decisions, wisdom, and power and must be directly responsible for the achievement of company goals. The authority of the line in the organizational structure is depicted with a line. The authority of the staff is only to provide data, information, services and thoughts to help smooth the tasks of the line manager. On the structure of the organization is depicted with intermittent lines(Muljawan, 2019) .

7. Organizational structure

On the organizational structure is drawn the position of work, the division of labor, the type of work to be performed, the relationship of superiors and subordinates, groups, components or parts, level of management and communication channels. An organizational structure provides a specification of the division of labor activities and shows how the work functions or activities are and shows how the different functions or activities are connected. The structure also shows the hierarchy and authority structure of the organization and shows the relationship of its whistleblowers.(Saefrudin, 2018)

Stiba arraayah's organizational structure is clear and organized, the duties of each lecturer and employee are clear, and each should not act outside of the work assigned to him. Here, the director of Stiba arraayah is at the highest rank and carries out all the plans of the administration, with a secretary and under him the chairman Stiba arraayah, and below him are three STATES: a deputy in the education department, a deputy in the field of money, a deputy in the student affairs section with a community

service committee, a quality assurance agency, and so on... This will be made clear in the strukrur of the Stiba Arraayah organization:
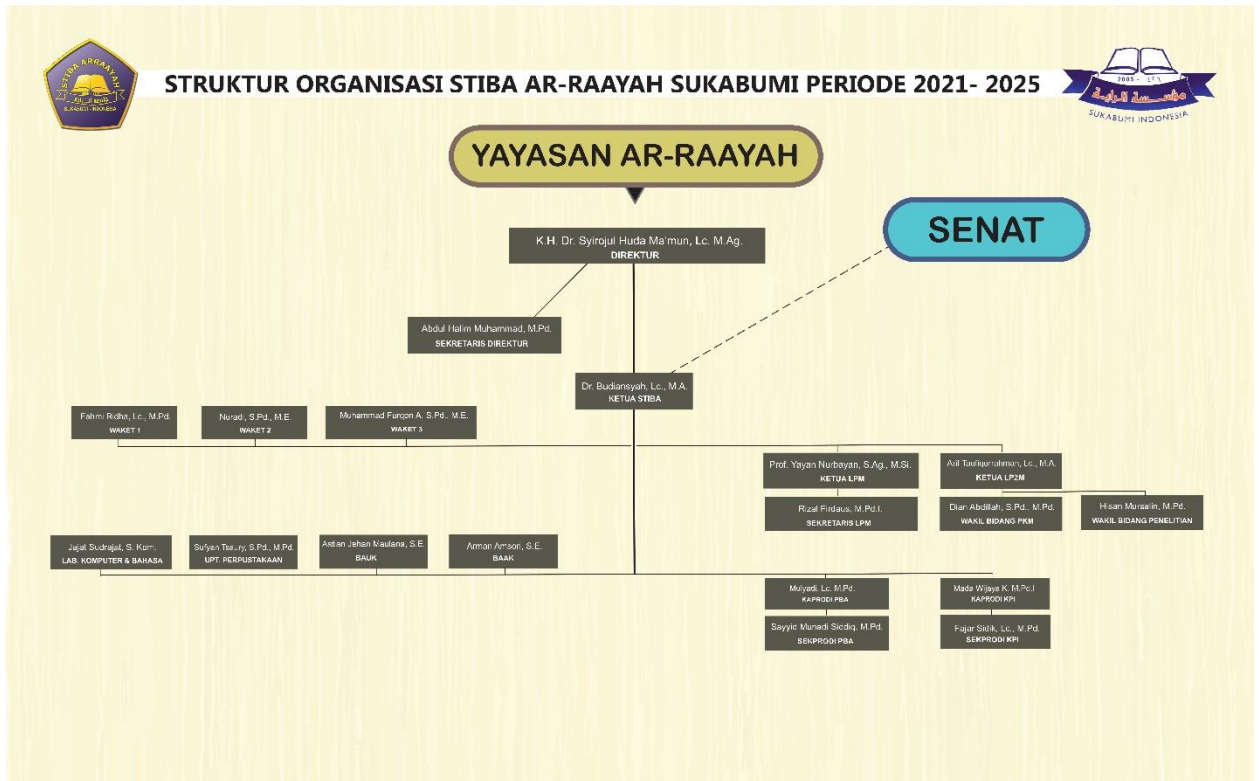

Figure 1. Organizational structure in Stiba Ar-raayah

In the picture of the organizational structure above, the KPI study program is also listed, but this does not affect the organizational structure in the PBA study program.

From the description above, it can be concluded that the management of the organization of the Arabic Language Education Program in Stiba Ar-raayah in its principle can be detailed: The existence of clear objectives, commissioned program planning to the person in charge of each division at the beginning of each academic year, delegation of authority in writing with a structure, a wide range of control in the presence of   a number of subordinates who a lot,   a clear and detailed job description, types of organization of lines and staff , as well as the presence of a clear organizational structure.

Organization in the Islamic view requires cooperation and commitment, A job if done regularly and purposefully, then the results will   also be good. So in a good organization, the process is also carried out in a directed and orderly manner (Safri, 2017).

Meanwhile, when compared to the results of other research on organizations in Stiba Ar-raayah, the journal published in 2019 is only one, there is something slightly different from the   organizational structure Stiba Ar-raayah at this time. In the study, it was stated that Stiba Ar-raayah was led by an idaroh assembly that monitored all activities of the university.   Then the managing director of all activities in it, assisted

by two persons in charge, a secretary who monitors all program activities in it and an accountant finance that manages the funds. Meanwhile, the person in charge of teaching and learning activities is the business of the person in charge of academics who manages teachers, class materials, and extracurricular programs. The person in charge of the student dormitory is the Student Affairs Department which organizes student affairs, dormitories and activities in it. Previous research and current research say that the organization in Stiba Ar-Raayah is well structured (Rasyid et al., 2019) .

While other studies that discuss organizational management in other places differ in focus of discussion, some only infer results on the type of organization, the way of handing over authority and programs There are also groupings that only draw conclusions on the weak organizational structure by mentioning the(Umam et al., 2019)penjababnya(Rahmawati, 2018) , and there are only two things, namely the picture of coordination and division of tasks(Hidayati et al., 2019).

CONCLUSION

KESIMPULAN

The management of the organization of the Arabic Language Education Program in Stiba Ar-raayah in its principle can be detailed: The existence of clear objectives, program planning assigned to the person in charge of each division at the beginning of each academic year, delegation of authority in writing with a structure, a wide range of control with the presence of a number of subordinates who a lot, a clear and detailed job description, types of organization of lines and staff, as well as the presence of a clear organizational structure.

The results of this study show that in formal and informal organizations must have clear organizational principles, because it will affect the implementation of the program in achieving organizational goals, For example, if the organizational structure is not clear, it will cause problems. Therefore, a director or anyone who will establish an organization in order to prepare everything carefully and must have quality human resources because it is impossible to walk alone.

This research is still limited to the organizational management overview of the Arabic Language Education Program in Stiba Ar-raayah, advice for subsequent researchers to research more broadly in the scope of management in general, and can also take a discussion of management other than organizations, for example TQM management, planning management, management control, program management, and HR management or organizational management in place other.

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