

12



DOSEN PENGAMPU

**Beny Dwi
Lukitoaji,
M.Pd.**

KONTAK

- 0895 4111 35744
- PGSD UPY
- pgsdofficial
- pgsdfkipupy
- www.pgsd.upy.ac.id

**DAFTAR HADIR
PERKULIAHAN
SEMESTER GENAP
2022/2023**

**MATA KULIAH
MANAJEMEN PENDIDIKAN**

KODE MK	JUMLAH SKS
K46231	3
KELAS	SEMESTER
A5-20	6





**PROGRAM STUDI PENDIDIKAN GURU SEKOLAH DASAR
FAKULTAS KEGURUAN DAN ILMU PENDIDIKAN
UNIVERSITAS PGRI YOGYAKARTA**

VISI PROGRAM STUDI

Pada Tahun 2043 PGSD FKIP UPY menjadi program studi yang unggul dan berdaya saing internasional dalam menghasilkan guru Sekolah Dasar yang BAIK (Berbudaya, Agamis, Inovatif, dan Kreatif).

MISI PROGRAM STUDI

- ✓ Menyelenggarakan tata kelola yang efektif, efisien, demokratis, transparan, akuntabel dan adil.
- ✓ Menyelenggarakan pendidikan akademik berkualitas yang berpusat pada mahasiswa dan berbasis Teknologi Informasi dan Komunikasi untuk menghasilkan guru Sekolah Dasar yang BAIK (Berbudaya, Agamis, Inovatif, dan Kreatif).
- ✓ Menyelenggarakan dan melakukan publikasi ilmiah kegiatan penelitian yang humanis, inovatif, dan kolaboratif.
- ✓ Menyelenggarakan kegiatan pengabdian pada masyarakat yang humanis, inovatif, dan kolaboratif.

TUJUAN PROGRAM STUDI

- ✓ Terwujudnya program studi yang unggul dengan terciptanya hubungan dan lingkungan kerja yang baik, kondusif, dan profesional.
- ✓ Terwujudnya calon guru Sekolah Dasar yang BAIK (Berbudaya, Agamis, Inovatif, dan Kreatif) sehingga memiliki daya saing pada tingkat Internasional.
- ✓ Terwujudnya karya ilmiah yang inovatif dan kreatif serta dapat mengembangkan teori pendidikan dan pembelajaran ke-SD-an.
- ✓ Terwujudnya kegiatan pengabdian kepada masyarakat yang dapat meningkatkan kualitas pendidikan dasar serta kesejahteraan masyarakat, bangsa, negara dan umat manusia.



**PROGRAM STUDI PENDIDIKAN GURU SEKOLAH DASAR
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UNIVERSITAS PGRI YOGYAKARTA**

TATA TERTIB PERKULIAHAN

1. Toleransi keterlambatan kuliah maksimal 15 menit.
2. Kehadiran mahasiswa dalam kuliah minimal 75% dari total pertemuan.
3. Tidak dibenarkan membawa makanan dan makan didalam kelas.
4. Dilarang meninggalkan sampah di kelas.
5. Wajib menjaga kebersihan kelas.
6. Wajib menjaga keamanan media yang ada di ruang kelas.

TATA TERTIB BERPAKAIAN

Adapun tata tertib berpakaian mahasiswa adalah sebagai berikut :

1. Hari senin, mahasiswa menggunakan seragam putih hitam, sepatu pantofel, name tag dan hijab segi empat berwarna hitam bagi perempuan.
2. Hari selasa, mahasiswa menggunakan seragam PDH, sepatu pantofel, name tag dan hijab segi empat berwarna merah bata bagi perempuan.
3. Hari rabu, mahasiswa menggunakan seragam batik kelas, sepatu pantofel, celana kain bagi laki-laki, rok dan hijab segi empat bagi perempuan.
4. Hari kamis, mahasiswa menggunakan seragam pramuka, sepatu pantofel, dan hijab segi empat berwarna merah bata bagi perempuan
5. Hari jumat, mahasiswa menggunakan seragam bebas sopan, dengan ketentuan sebagai berikut :
 - a. Atasan wajib menggunakan kemeja,
 - b. Bawahan tidak boleh jeans dan wanita wajib menggunakan rok.
6. Hari Senin dan Selasa wajib menggunakan name tag.
7. Tidak dibenarkan menggunakan jilbab berbahan kaos dan sejenisnya.
8. Pria wajib berambut pendek.
9. Agar perkuliahan berjalan nyaman, diharapkan rapi dan wangi.



FAKULTAS KEGURUAN DAN ILMU PENDIDIKAN
UNIVERSITAS PGRI YOGYAKARTA
KONTRAK PERKULIAHAN

Nama Dosen : <u>Beny Dwi Lukitaji</u>	Mata Kuliah : <u>Manajemen Pendidikan</u>
Program Studi : <u>PESD</u>	Kelas/Angkatan : <u>A5-20/2020</u>
Semester : <u>6</u>	Tahun Akademik : <u>2022/2023</u>

CAPAIAN PEMBELAJARAN/LEARNING OUTCOME

Diharapkan mampu memiliki pengetahuan dan pemahaman tentang manajemen, dan kepemimpinan pendidikan.

SOFTSKILLS

kritis, inovatif, Tanggung jawab, mandiri, percaya diri,

BAHAN KAJIAN

Prinsip-prinsip manajemen, kepemimpinan pendidikan disatuan pendidikan dasar manajemen berbasis sekolah, manajemen berbasis nasional

KETENTUAN /KESEPAKATAN

- Kehadiran mahasiswa dalam kuliah minimal 75 % dari total tatap muka.
- Toleransi keterlambatan kuliah maksimal 15 menit
- mahasiswa terlambat lebih dari 15 menit tidak diperkenankan ikut kuliah (kecuali ada alasan yang diterima dosen).
- Dosen terlambat lebih dari 15 menit kuliah ditiadakan (kecuali ada pemberitahuan kepada mahasiswa) dan diganti hari lain.
- Mahasiswa wajib mengikuti UTS dan UAS
- Dalam perkuliahan/konsultasi dengan dosen, mahasiswa wajib berperilaku sopan (berbicara, berpakaian).
- Mahasiswa wajib bersepatu, atasan baju (bukan kaos), dan bawahan non jeans
- Senin - Rabu wajib berpakaian : wanita menggunakan rok non jeans, laki-laki menggunakan celana non jeans, sepatu fantofel

PENILAIAN HASIL BELAJAR

No	Uraian (bahan kajian)	Bobot (%)
1.	Partisipasi	5.
2.	Keaktifan	15.
3.	Tugas	25.
4.	Laporan KKL	25.
5.		...
5.	UAS	25 25
6.	Partisipasi	20
Total		100

Yogyakarta, .., Maret..2023..

Ketua Program Studi,

Agung
(Beny Dwi Lukitaji)

Dosen Pengampu,

Agung
(Beny Dwi Lukitaji)

Ketua Kelas/Angkatan

Agung
(..Aprilian Wisnu..A..)



PRESENSI DOSEN MENGAJAR

TA. 2022/2023 Sem. GENAP

Program Studi
Matakuliah
Bobot
Dosen

: PENDIDIKAN GURU SEKOLAH DASAR
: MANAJEMEN PENDIDIKAN (K46231)
: 3 SKS
: BENY DWI LUKITAJI (0517118001)

Kelas
Hari
Pukul
Ruang

: A5-20
:-
: 09.00 s.d. 09.00
:

Pert	Tanggal	Pokok Bahasan	Sub-Pokok Bahasan	Jml Mhs	Paraf
I	7 Maret 2023	Silabus	Silabus Kontrak Kulok	33	AD
II	14 Maret 2023	KKL	KKL	38	AD
III	21 Maret 2023	Laporan	Pembuatan Laporan KKL	38	AD
IV	28 Maret 2023	Konsep manajemen pendidikan	Konsep dasar Tupai dan fungsi manajemen Proses pencapaian tujuan pend.	38	AD
V	4 April 2023	Manajemen Kurikulum	Konsep dasar Ruang lingkup Perencanaan, Pelaksanaan	38	AD
VI	11 April 2023	Manajemen tenaga kependidikan	Materi, Jenis kependidikan Pengadaan Pengilaian	38	AD
VII	2 Mei 2023	- II -	Manajemen tenaga kependidikan, hubungan Sarpras, keuangan, hubungan kerjasama	33	AD
VIII	9 Mei 2023	Manajemen Komunitas	Manajemen komunikasi	35	AD
IX	16 Mei 2023	Manajemen Konflik	Manajemen konflik	37	AD
X	23 Mei 2023	Manajemen Mutu Pendidikan	Konsep dasar. Lembaga penjamin mutu aspek-aspek mutu	37	AD
XI	30 Mei 2023	Manajemen Pengelolaan Perpustakaan	Pengelolaan, Inventurisasi staffing, sirkulasi perpustakaan	38	AD
XII	6 Juni 2023	Manajemen Kepemimpinan	konsep dasar, macam-macam pengaruh pemimpin/dampak	37	AD
XIII	13 Juni 2023	Manajemen Kesetaraan	Pengelolaan, Inventurisasi staffing, sirkulasi perpustakaan	37	AD
XIV	4 Juni 2023	Manajemen Sarpras	konsep dasar, pengelolaan Pemberdayaan	38	AD
XV	16 Juni 2023	Review materi	Review materi	38	AD

DAFTAR HADIR KULIAH

Program Studi : PENDIDIKAN GURU SEKOLAH DASAR
 Tahun Akademik : 2022/2023
 Semester : GENAP
 Dosen : BENY DWI LUKITOAJI [0517118901]

Kode Matakuliah : K46231
 Matakuliah : MANAJEMEN PENDIDIKAN
 Bobot : 3 SKS
 Kelas : A5-20

Semester : 06
 Hari : -
 Pukul : 00:00 s.d. 00:00
 Ruang : -

No	NP Mahasiswa	Nama Mahasiswa	B/U/P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Jumlah Hadir	% Hadir
1	20144600161	APRILIA NURHIDAYATI		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
2	20144600162	SILATURAHMI		Had	Had	Had	Had	Had	Had	(A)	Had	Had	Had	Had	Had	Had	Had	Had	14	93%
3	20144600164	MAYA DIA LESTARI		-	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	14	93%
4	20144600165	TERMILA		-	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	14	93%
5	20144600167	SUCI IRSYA PRATIWI		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
6	20144600168	ILHAM FATHURROHMAN		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	14	93%
7	20144600169	ELSA ISAFRIANA		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
8	20144600170	FATHURAHMAN		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
9	20144600171	MAYA DESTIANA NUGRAHENI		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	14	93%
10	20144600172	MUHAMMAD FAKHRUR RISYA		-	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	14	93%
11	20144600173	VERA PRASTYA RAHAYU		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
12	20144600175	JORDY WIJAYA		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	14	93%
13	20144600176	NUR ROHKIAWI		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
14	20144600177	AHFAN MUSTHOFA		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
15	20144600180	ANTI ANNISA FASTABIQUL LAILI Q		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
16	20144600181	MUHAMMAD GALIH SAPUTRO		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
17	20144600182	AHMAD FAUZAN		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
18	20144600183	SITI ANNISA		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	14	93%
19	20144600184	AISYAH HUDATUL ILMI		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%
20	20144600185	WIDHA PERMATASARI		Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	Had	15	100%

Lembar 1 : Untuk Dosen
 Lembar 2 : Untuk Arsip Program Studi

DAFTAR HADIR KULIAH

Program Studi : PENDIDIKAN GURU SEKOLAH DASAR
 Tahun Akademik : 2022/2023
 Semester : GENAP
 Dosen : BENY DWI LUKITOAJI [0517118901]

Kode Matakuliah : K46231
 Matakuliah : MANAJEMEN PENDIDIKAN
 Bobot : 3 SKS
 Kelas : A5-20

Semester : 06
 Hari :
 Pukul : 09:00 s.d. 00:00
 Ruang :

No	NP Mahasiswa	Nama Mahasiswa	B.U.P	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Jumlah Hadir	% Hadir
21	20144600186	FERINA KURNIAWATI		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	15	100%
22	20144600187	ARIF FAISAL KHABIB		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	15	100%
23	20144600188	SALASATUN MARETA KUMALA DEWI		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	14	93%
24	20144600189	NATASYA NORMANASTITI		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	15	100%
25	20144600191	ANGGITA DEDEK EKA FATMALA		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	15	100%
26	20144600192	NISRINA SALMA MUFIDAH		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	14	93%
27	20144600194	OKTAVIANA LAKSITAWATI		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	15	100%
28	20144600195	MARLENA ANDIKARATRI		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	14	93%
29	20144600196	AHMAD EDY SUSILO		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	14	93%
30	20144600197	LAYLA DEWI		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	13	87%
31	20144600198	APRILYAN WISNU NUGROHO		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	14	93%
32	20144600199	AMALIA FEBRIA RIZKY KUMALA		Pindah Kelas																
33	20144600200	MUTIA LAELIN SABILLA		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	15	100%
34	20144600301	FANY RAHMA SURYANI		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	15	100%
35	20144600302	NOVARINDA NURUL AZIZAH		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	15	100%
36	20144600303	ERLINDA HUTAMI		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	15	100%
37	20144600304	MYFTA NUR AROFATUN		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	14	93%
38	20144600305	RAHAYU BUNGA GUPITA		Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	Hadir	14	93%

Lembar 1 : Untuk Dosen
 Lembar 2 : Untuk Arsip Program Studi