

ABSTRACT

Enterprise and Industrial Systems (EINS) is one of the expertise groups at the Faculty of Industrial Engineering (FRI) which consists of four research laboratories and has lecturers who are competent in their fields. Lecturers have academic positions that are obtained by submitting credit score assessments from activities that are in accordance with the tridharma of higher education and are linear with the background of each lecturer. In the credit score submission process, there are still lecturers' researches that are less linear so that the number of credit scores obtained is not maximized. This is because there is no monitoring process since the beginning of the research and the file data collection process is still done manually. Therefore, in this final project, an e-archive system is designed to assist in the documentation and monitoring process. The SECI method is used in the design process to convert knowledge from tacit knowledge to explicit knowledge which consists of four stages, namely Socialization, Externalization, Combination, and Internalization. The e-archive system was built using the Laravel framework using the PHP programming language. System testing uses blackbox testing and validation using a user acceptance test.

The results of this final project are in the form of an e-archive system that can document lecturer data in an integrated and realtime manner and can be accessed by FRI HR, head of KK, head of research laboratory, and lecturers in KK EINS. The information on the system is courses, lecturers, guidance, education, research, journals, Conferences, community service, IPR, patents, and supporting data.

With the e-archive, it helps in documenting and monitoring lecturer data related to the tridharma of higher education so that data is not easily lost and easily accessible in real time. In addition, it can also help in determining the suitability of research and publications to be carried out so that they remain linear with the lecturer's background and get more maximum credit score points.

Keywords - credit score, lecturer, e-archive, SECI