

# UPNVJ Equips Students with Manuscript Writing Skills to Maintain Organizational Sustainability

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**UPNVJ Public Relations** - Veteran National Development University Jakarta (UPNVJ) provided students with skills in managing organizational documents and archives through the 2026 Student Management Skills Training (PKMM) at the Merce Building, UPNVJ Limo Campus, Depok, on Wednesday (June 10, 2026). The training aimed to maintain program continuity, document activities, and transfer knowledge amidst the annual changes in student organization leadership.

The topic, "Management of Manuscript Administration," was presented by the Head of General Affairs at UPNVJ, Taufik Muih. In this session, participants gained an understanding of organizational document preparation, correspondence management, activity reporting, and an effective and accessible archiving system.

Taufik emphasized that administration is one of the foundations of organizational sustainability. He stated that student organizations require not only creative work programs but also a documentation system capable of tracking decisions, activities, and achievements during each management period.

"Administration isn't just about correspondence or document archiving. Good administration is a tool for preserving organizational memory, ensuring program sustainability, and facilitating the process of leadership regeneration," said Taufik.

He explained that some organizations can face challenges when the regeneration process isn't accompanied by an orderly handover of documents and information. Important documents, activity data, accountability reports, and even work program plans risk being poorly documented or difficult for the next management to find.

This situation can force the new management to start over. Besides hindering program implementation, the lack of organized archives can also lead to the loss of knowledge and experience the organization has built up over the previous period.

Therefore, document management needs to be systematically managed from the moment a document is created, used, and stored. Every organization needs a mechanism for recording incoming and outgoing correspondence, uniform file naming, document grouping by activity, and storage space accessible to authorized parties.

Digital archive management is also a crucial part of organizational governance. Storing documents in a structured system can facilitate data retrieval, reduce the risk of file loss, and support the handover process.

However, ease of access requires a clear division of authority. Not all documents are freely accessible, as some archives contain organizational information that must be kept secure and confidential.

In addition to archiving, participants received an explanation of the preparation of official organizational documents. Accurate formatting, clear language, letter identification, numbering, document purpose, and approval are essential for ensuring a document serves a responsible administrative function.

Taufik added that well-managed document management can help new administrators understand the organization's journey more comprehensively. Administrators don't need to start over from scratch, but can instead evaluate, continue, and develop programs initiated in the previous period.

Comprehensive documentation can also serve as evaluation material to measure the success of activities. Through available reports and archives, organizations can identify effective programs, identify implementation challenges, and develop improvements based on previous experience.

The session was interactive, conducted through two-way communication between the speakers and participants. The forum provided a space for students to address various administrative issues they encounter in managing their organizations while also gaining a shared understanding of UPNVJ's document management procedures.

Through PKMM 2026, participants are expected to develop an administrative system that is not dependent on a single person or a single term. A documented and transferable system is a crucial requirement for a professional, adaptive, and sustainable organization.

This manuscript management briefing underscores UPNVJ's commitment to strengthening student organizations in terms of leadership and governance. In line with the policy direction of UPNVJ Rector, Prof. Dr. Anter Venus, MA, Comm., the development of student organizations is geared toward developing responsible students who are capable of collaboration and who carry out activities in an orderly and professional manner.

With well-managed administration, student organizations are expected to not only actively organize activities, but also be able to maintain institutional memory, ensure smooth regeneration, and provide sustainable contributions to UPNVJ.

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