Student Administration

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Abstract

Administration is a system related to an organization, or it can also be said that administration is an effort to achieve goals effectively and efficiently by employing groups in the cooperation model. Student administration is an attempt to regulate student education with the aim of organizing and managing education in schools so that activities are carried out according to the curriculum. The method used is a qualitative research method with a phenomenon-oriented research approach. The data obtained is in the form of data from observations, interviews, and documentation studies. The results obtained in this study are SMP IT AL-AFKARI placed on Deli Serdang which was established for 4 years to carry out student administration procurement in accordance with the concept of student administration which is implemented through student planning activities, student coaching, student evaluation, and transfer or mutation.

Keywords: *Administration, Student*

PRELIMINARY

Student administration is a way or step in learning activities related to teaching, the purpose of which is to organize and manage learning in schools so that these activities are in accordance with the curriculum, so it is important to do administration. The notion of administration is divided into two according to experts, the first is the narrow sense of administration which was written by Eka (2007) in his book entitled Student Management, he explained that administration is narrowly defined as a way of controlling teaching and learning activities, aims to organize and manage activities in education to achieve appropriate goals, where using administrative data to be managed can be partially or fully retrieved. In a broad sense, administration can be understood as guidance, leadership, and supervision of the efforts of a group of people towards a common goal, not only used in the school environment, but administration is also used in offices to support the functions and objectives of the company. (Hadijaya, 2012: 2)

Procurement of student administration is very important to organize and understand how students can be directed and taught so that they are able to regulate behavior and be guided by managing student documents themselves, from the time students enter the school environment until they complete education at the school with that administrative procurement student affairs can assist educators in managing and accessing student information, so that all student information can be easily searched and found because the provision of student administration in schools can support the quality of the school itself.

Based on the results of interviews with educators at IT AL-AFKARI Middle School, Deli Serdang City, it was found that AL-AFKARI IT Middle School is one of the formal Islamic education levels under a Foundation, where this school is under the auspices of the Ministry of Education and Culture. This school is a school that prioritizes Islamic Religious Education (PAI) as one of the criteria for recruiting students in their academic subjects.

Furthermore, the individual will live in Islamic lines that rely on the Koran and Hadith. Here it can be seen that the main role of monotheism is as an entrance to "Islam" as a theological-humanism religion, namely the creator of rahmatan lil alamin based on the concept of divinity. The two explanations above show that aesthetics is the essence of science while monotheism is the foundation of Islam.

Students or learners are "raw material" in the process of change called education. (Ali, 2013: 49)

Students are formally people who are physically and psychologically in a phase of growth and development. Growth is physical, development is psychological. (Ramayulis, 2006: 106) Learners are part of the object of student administration, so the educational process in educational institutions must really pay attention to the development of students' potential, so that the development of their potential becomes optimal. Therefore, in order for the student education process to run smoothly, student administration is required to organize, guide and manage all the needs of students to become excellent graduates.

Student administration is a combination of the words administration and student affairs. (Adair, 1993: 4) Administration is a typical process consisting of activities in the form of planning, organizing, implementing and controlling for the determination and achievement of goals or objectives that have been set by using human resources and other sources. Students are an internal component of the education system, which is then processed in the educational process in such a way as to become qualified individuals in accordance with national education goals. Student administration is a process where everything related to student affairs is managed. Regarding school development, starting from planning student admissions, coaching students in schools until students complete education in related institutions by creating an atmosphere that encourages an effective teaching and learning process to take place. (Mantja, 2008: 35)

Student administration is the activity of recording students starting from registration until students leave school as graduates or graduates. However, it should be noted that not all student control is taken care of by the student administration. (Sutikno, 2012: 76) According to Asnawir, student administration is part of administrative activities in schools where educators work together to carry out the teaching and learning process to achieve the expected educational goals. The two previous statements are in line with Gunawan's opinion in his book school administration: micro education administration (2010: 9) which states student administration also means the whole process of activities that are planned and tested intentionally and continuously for all students to enable them to participate effectively and efficiently in learning and teaching process from the acceptance of students to the discharge of students from school. So, it can be concluded that the task of student administration in education in general is to regulate all student activities so that the teaching and learning process runs effectively and efficiently, so that educational goals are optimally achieved.

Methods

This research uses a qualitative approach through a qualitative descriptive method, which is a method to describe the reality in the research environment. Data collection techniques consist of three ways, namely (1) observation techniques, (2) interviews and (3) documentary studies. Observations were made through direct and indirect observation involving all the five senses. Researchers conducted interviews by conducting question and answer discussions to obtain information from sources. A Documentation Study is conducted to collect documents and supporting information related to research. The exploratory data analysis technique begins with the analysis process before the field, data analysis in the field (data reduction, presenting data and drawing conclusions) and analyzing data while in the field. This process is carried out to prove that the information has been received. The actual information was found at the research location.

Research And Discussion

The success of the implementation of educational institutions or schools depends a lot on the management of devices that support the implementation of activities such as curriculum, students, finance, implementation staff and infrastructure. These devices are a unified whole to achieve the goals of an educational institution or school, meaning that one device is not more important than the other. However, one tool provides support to other devices in such a way as to make an important contribution to achieving the goals of an educational institution or school. Students are both subjects and objects in the process of transforming the knowledge and skills needed. Therefore the existence of students is not only a necessity, but must be part of the quality of educational institutions or schools.

Which means the educational institution or school itself requires quality student management. So that students can grow and develop according to the potential of the physical, intellectual, emotional and psychological intelligence of students. Therefore, a well-managed service is needed to be offered to students. Student administration aims to meet the need for good service, from school registration to students completing their education at educational institutions or schools, which is the essence of educational activities.

Student Planning

In SMP IT AL-AFKARI, City of Deli Serdang, regarding the number of rooms and infrastructure needed annually by the school, the ratio is in accordance with Article 24 of 2017 Chapter 17 of the Ministry of Education and Culture regarding the space and infrastructure needed by the school each year, with a ratio of 32 to 1 student. per teacher/homeroom

teacher. The implementation of student admission includes: (1) Teachers and students are involved in forming a new student admissions committee where this committee is formed within 3 months before the start of the new school year, and (2) Compilation and dissemination of information for new students will start from elementary school - The nearest SD AL-AFKARI IT school/SMP and cooperation around the school environment and around the homes of alumni of AL-AFKARI IT Middle School students and some even registered themselves at AL-AFKARI IT school/SMP.

The stages of selecting students at SMP IT AL-AFKARI Deli Serdang City carried out several stages of the selection process, namely (1) administrative processes, (2) tests and (3) student orientation. At AL-AFKARI IT Middle School, Deli Serdang City, the orientation period that was carried out at the school was the MPLS program or School Environment Introduction Period which was carried out for approximately 3 days. This activity started with outreach about institutions to the rules that exist at SMPT IT AL-AFKARI. Apart from this MPLS activity, the school also included school principals and teachers to introduce everything that is in IT AL-AFKARI Middle School. Regarding student placement, IT AL-AFKARI Middle School in Deli Serdang City does not exist because the number of students is not too many so there is no difference between students.

About recording at SMP IT Al-AFKARI, City of Deli Serdang, which starts from students entering school until students leave school. The recording was carried out by IT AL-AFKARI Middle School, Deli Serdang City, namely that each homeroom teacher has a record of each student, starting from students who come to students who are not present in each subject, besides that the notes made must detail the behavior of each student . The process of recording the attendance list is a very important priority for students.

Student Development

Regarding student development carried out by IT AL-AFKARI Middle School, Deli Serdang City, namely by reading the Koran every day before starting learning and one Scout extracurricular, because there are not enough children so this extracurricular activity is carried out by all students which can be said that Scout extracurricular this is mandatory in IT AL-AFKARI Middle School, City of Deli Serdang. This Scout extracurricular is held to provide and develop students' interests and skills in fields other than academics. Therefore, this activity can train students to manage time between studying in class and learning outside the classroom by participating in extracurricular activities.

The activity carried out by the students of IT AL-AFKARI Middle School at the beginning of the lesson is by reading the Koran individually by students and involving the supporting teacher before starting learning in the first lesson. This activity is carried out for 30 minutes between 07.30 and 08.00 WIB before the start of lessons, usually guided and supervised by the teacher who comes for the first lesson. At AL-AFKARI IT Middle School, this activity is carried out every day except Monday, because the ceremony is held every Monday. As for the reading that is read every day, it is chosen by the teacher who guides and supervises this activity. The activity of reading the Koran at the beginning of class is an activity that must be carried out by students in junior high school because of the goals to be achieved by the school.

In addition, the coaching activities that exist at AL-AFKARI IT Middle School are Scout extracurriculars, Scouting activities are very often practiced at school, such as outside school and inside school. The Scout activity schedule is carried out every Saturday from 08.00 to 8.30 WIB.

Student Evaluation

Evaluation is carried out so that the teacher can determine the extent to which students are able to accept and understand what the teacher has taught or given to students, then to measure and find student success the teacher uses diagnostic tests, formative tests. and summative tests. When the results of evaluating the achievement of material to students by the teacher are not optimal due to a lack of predetermined lesson hours, due to the rainy season that occurs from September to December which occurs in 2022. So when it rains in the morning the teacher cannot be present on various occasions which are constrained by rain and the distance between the teacher's house and the teaching place. The purpose of the evaluation carried out with the test is to find out the weaknesses of students, so knowing these weaknesses allows the teacher to find out the learning difficulties that students experience in their subjects. The purpose of the evaluation carried out by Den bro this test is to find out how far the progress of students after following all the learning programs given by the teacher to students. In this test consists of the teacher giving UH (Daily Examination), UTS (Semester Examination) and UAS (Final Semester Examination) and remedial for students whose score is less than KKM (Minimum Passing Criteria).

Student Transfer

Implementation of internal transfers/internal mutations, which can also be called grade increases which usually occurs at the end of the school year after students evaluate their learning outcomes. There are several requirements in the evaluation that must be met by students, one of which is the problem of attendance. External mutations at AL-AFKARI IT Middle School in Deli Serdang City, there has never been a student expelled due to big problems such as fighting or drinking. So far there have been no external transfers carried out at the school because previously the school had made an agreement between the school and the parents to prevent their children from violating school rules and to provide directions regarding the rules that exist in the school so that children can obey them. for internal mutations it is more inclined to class increase, namely with the condition of having a total attendance of 70% to be able to carry out the semester final exams.

Supporting and Inhibiting Factors of Student Administration

In student administration activities that occur in schools, of course there are supporting factors and inhibiting factors. The supporting factors in schools are: (1) All teachers and educators work together to achieve clear goals. (2) Collaborative involvement between teachers and parents of students to make students even better (3) All activities are programmed clearly from the start from planning to evaluating results. Factors that impede student administration include: (1) The lack of infrastructure to support student learning processes that must be owned by each subject such as tools to support better learning process activities so that students can be more easily absorbed by students. (2) The lack of teacher professionalism is caused by insufficient salary and not enough students in the class so that the teachers are not enthusiastic in teaching. (3) The financial situation of these students is inadequate so that the school cannot offer more facilities to students.

Student Administration Results

Student administration ensures that all activities can be carried out properly, especially regarding student registration, from students entering school to students leaving or becoming school alumni. In addition, the school also benefits from the results of this student administration which includes two achievements, namely academic achievement and non-academic achievement. In academic achievement, students produce satisfactory grades in the evaluation at the end of each semester so that there are no students who do not go to class. In terms of non-academic achievements, it is also no less interesting, namely it is very proud for students, namely that each student can read the Koran well. The next achievement is that students are not involved in things that can harm the name of the school institution, such as wild racing, brawls, or drinking. . So that this can help in building the name of the school in the future to be even better.

Conclusion

Student administration can be a forum for improving the quality and achievement of educational institutions or schools. Students are managed properly and correctly so that their success can be measured in the form of student achievement in educational institutions or schools. Student administration is an effort to regulate students starting from these students entering school until they graduate at that school, while the activities of student administration at SMPT IT AL-AFKARI start with planning, coaching, evaluation and transfer or mutation.

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