



## Management of Educational Facilities and Infrastructure in Improving Excellent Graduates at SMK Proklamasi Karawang

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Receive: 17/01/2023

Accepted: 17/02/2023

Published: 01/03/2023

### Abstrak

Kemajuan ilmu pengetahuan dan teknologi membuat sekolah harus beradaptasi dengan perubahan zama. Sarana dan prasarana merupakan suatu hal yang penting dalam menunjang proses pembelajaran yang dapat menciptakan lulusan dari sekolah menjadi lulusan unggul. Lulusan yang unggul diharapkan dapat sesuai dengan kebutuhan dunia industri atau kebutuhan masyarakat secara umum. Efektivitas kegiatan pembelajaran di SMK salah satunya adalah bidang sarana dan prasarana. Penelitian ini bertujuan untuk mengetahui manajemen sarana dan prasarana pendidikan di SMK Proklamasi Tanjungmekar Karawang dalam meningkatkan lulusan unggul. Penelitian ini menggunakan metode kualitatif dengan pendekatan fenomenologi, dengan lokasi penelitian di SMK Proklamasi Tanjungmekar Karawang. Tekni pengumpulan data dilakukan melalui wawancara, observasi, dan studi dokumentasi. Teknik analisis data yang peneliti gunakan adalah reduksi data, selanjutnya penyajian data dan penarikan kesimpulan. Berdasarkan hasil penelitian yang dilakukan didapatkan manajemen sarana dan prasarana pendidikan pada SMK Proklamasi Tanjungmekar Karawang sebagai berikut. 1) proses perencanaan sarana dan prasarana yang diterapkan di SMK Proklamasi telah sesuai dengan SOP yang ditetapkan, 2) proses pengorganisasian sarana dan prasarana sudah dilaksanakan sesuai dengan job deskripsi dengan baik, 3) pelaksanaan sarana dan prasarana berjalan dengan baik, 4) proses pengawasan sarana dan prasarana berjalan dengan baik.

**Kata Kunci:** Manajemen, Sarana dan Prasarana, Lulusan Unggul

### Abstract

Advances in knowledge and technology make schools have to adapt to changes in zama. Facilities and infrastructure are important in supporting the learning process that can create graduates from schools to become excellent graduates. Excellent graduates are expected to be in accordance with the needs of the industrial world or the needs of society in general. One of the effectiveness of learning activities in SMK is the field of facilities and infrastructure. This study aims to determine the management of educational facilities and infrastructure at SMK Proklamasi Tanjungmekar Karawang in improving superior graduates. This research uses qualitative methods with a phenomenological approach, with the research location at SMK Proklamasi Tanjungmekar Karawang. Data collection techniques are carried out through interviews, observations, and documentation studies. The data analysis technique that researchers use is data reduction, then presenting data and drawing conclusions. Based on the results of the research conducted, the management of educational facilities and infrastructure at SMK Proklamasi Tanjungmekar Karawang was obtained as follows. 1) the planning process of facilities and infrastructure implemented at SMK Proklamasi is in accordance with the established SOP, 2) the process of organizing facilities and infrastructure has been carried out in accordance with the job description well, 3) the implementation of facilities and infrastructure is running well, 4) the process of supervising facilities and infrastructure is running well.

**Keywords:** Management, Facilities and Infrastructure, Excellent graduates

### Pendahuluan

Education is an important investment and has a strategic role for the realization of quality human resources (Irwandani et al., 2017, p. 179) and has a

central role for human resource development efforts (Abidin et al., 2021, p. 88).

The education system must be able to ensure the improvement of the quality, relevance and efficiency of education management (Setiawan, 2016, p. 13). The implementation of educational

programs in schools will not be separated from the concept of education management (Sari et al., 2018) Where the school as an educational institution that organizes the teaching and learning process (Qorih et al., 2018).

Lately the problems that have occurred include; Management that is too electric, divided and rigid financing processes and ineffective management at the school level, many school principals have not been able to maximize the role of teachers, management of facilities and infrastructure, and student management properly (Batubara & Ariani, 2018) inside (Hartoni, 2018). Then in fact, many school principals have not been able to maximize the role of teachers, management of facilities and infrastructure, and student management properly (Muhammad & Rahman, 2017).

Education has a big role in providing quality and highly competitive human resources (Firdaus & Erihadiana, 2022). The formation of human resources through education is believed to be one of the things that play an important and strategic role in the development of a country (Ningrum, 2016).

Vocational High School(SMK) according to (Kurniawati & Sayuti, 2013) one of the education systems in Indonesia that prepares graduates to be ready to work in a job that has been copetenated. SMK is an education level that has a very strategic function to prepare human resources (Human Resources) to answer the above challenges according to zamtintah in (Kurniawati & Sayuti, 2013) Mentioned that there are several abilities that must be mastered by SMK graduates, including theoretical abilities, mastery of practice, attitude work, social and personal skills. With so many abilities that must be mastered by SMK students, it becomes a dilemma, on the one hand Vocational High Schools must meet the needs of the industrial world, but on the other hand SMK demands funding for large investments, because SMK requires practical facilities in the form of machinery, buildings, equipment and other practice support facilities as well as high operational funds.

Based on the above phenomenon, researchers have an interest in conducting in-depth research on "Management of Educational Facilities and Infrastructure in Improving Superior Graduates (Phenomonologi Studies at SMK Proklamasi Karawang).

Educational facilities and infrastructure are one of the educational factors whose existence is

very absolute in the educational process. This is in accordance with the statement (Mulyani, 2012) which reveals that one of the components that is very decisive for the implementation of the educational process, namely as a facilitator in the learning process. As stated in Government Regulation No. 19 of 2005 concerning National Education Standards concerning the standards of educational facilities and infrastructure nationally in Chapter VII Article 42 (Syahputra, 2015).

According to (Gunawan, 1996) Administration activities of educational facilities and infrastructure include: "Planning, Prequalification, Procurement, Storage, Maintenance, Elimination and Control". Facts in the field are still encountered various problems in the management of educational facilities and infrastructure in Vocational High Schools, namely teachers have not been able to manage educational facilities and infrastructure according to practice and theory.

However, this study will focus on (1) to find out the planning of educational facilities and infrastructure at SMK Proklamasi Karawang, (2) to find out the organization of educational facilities and infrastructure at SMK Proklamasi Karawang, (3) to find out the implementation of educational facilities and infrastructure at SMK Proklamasi Karawang, and (4) to find out the supervision of educational facilities and infrastructure at SMK Proklamasi Karawang.

## Method

The approach to this research uses qualitative research. This research is a type of descriptive research, because it aims to describe certain characteristics of a phenomenon and seeks to describe and interpret what exists (can be about existing conditions or relationships, growing opinions, ongoing processes, consequences or effects that occur, or trends that are developing)(Moleong, 2007).

The location of this research is at SMK Proklamasi Karawang. The consideration of researchers choosing this location is because in this institution there is an increase in facilities and infrastructure that continues to be developed at SMK Proklamasi Karawang in maintaining and improving the quality of graduates.

## **Result and Discussion**

### **First. Standard Planning of Facilities and Infrastructure**

In an organization, especially in educational institutions, planning facilities and infrastructure is an absolute thing that must be done. This is because it is still believed that until now facilities and infrastructure can provide positive side potentiality for education itself.

Based on observations made by researchers, it can be seen that the planning of facilities and infrastructure at SMK Proklamsi is carried out by planning deliberations attended by teacher councils and department heads to exchange opinions discussing facilities and infrastructure plans. Planning deliberations at SMK Proklamsi in addition to avoiding mistakes and failures in planning facilities and infrastructure are also an effort to avoid information dissemination.

In the deliberations, the planning of SMK Proklamsi infrastructure facilities is always adjusted to the needs and priority scale. References for success in formulating facilities and infrastructure planning at SMK Proklamsi must contain documents: (1) Vision and mission of the department. (2) Planning material requirements (3) Budget planning. (4) Organizing planning. (5) Implementation planning.

### **Second. Organizing standards of facilities and infrastructure**

Organizing is the process of preparing an organizational structure that is in accordance with organizational goals, resources owned and the surrounding environment. Organizing facilities and infrastructure is an activity to group responsibilities for each manager function in the field of educational facilities and infrastructure (Herawati et al., 2020).

If the organization runs in accordance with the functions and tasks given, the organization in facilities and infrastructure will run smoothly and well. The organization of facilities and infrastructure includes the arrangement of the organizational structure of facilities and infrastructure managers, the distribution of work tasks / job descriptions, the arrangement of tools

and practice materials, and the regulation of practical activities.

The role of the person in charge of managing infrastructure facilities is the administration of infrastructure facilities, planning educational facilities and infrastructure, planning and managing the needs of tools and materials, proposing the needs of tools and materials as educational facilities and infrastructure, reporting the condition of facilities and infrastructure to the principal. The role of the principal has become very important and large that is, to guide and motivate his subordinates. The positive support and attention given by the principal will greatly help the managers of facilities and infrastructure in carrying out their duties as well as possible and they also feel valued in their work. In line with the expression (Fitria, 2018) About organizational structuring, efforts to make the right organizational arrangement for the purposes of carrying out the duties of organizational obligations.

Based on the results of the interview, it can be seen that the organization of the procurement of facilities and infrastructure at SMK Proklamsi is usually at the beginning of the school year or the beginning of the semester by compiling the school organizational structure up to the level of the head of the department which will focus on being the lowest level in managing infrastructure at SMK Proklamsi. The organizational structure at SMK Proklamsi is in accordance with existing provisions or SOPs.

The objectives and job descriptions that have been compiled are references in the process of distributing tasks. This division has a function in order to facilitate the process of carrying out the duties and / or responsibilities of each member, so that each worker can know what work is his responsibility.

### **Third. Implementation of Facilities and Infrastructure Standards.**

In the implementation assessment guidelines, there are several assessment references that are used as indicators of success in the implementation process in the management of facilities and infrastructure at SMK Proklamsi are as follows: (1) The implementation process is according to plan, (2) All school residents carry out

tasks based on existing tupoksi, (3) Preparation of guidelines for the use of tools, (4) There are structured records, (5) There are investments, (6) There are maintenance records, (7) Have a loan book. The process of procuring facilities and infrastructure at SMK Proklamsi is said to be good. It can be known based on the results of observations and documentation that has been done, the procurement process first starts from the process of preparing plans and is analyzed.

#### Fourth. Supervision of Facilities and Infrastructure Standards

Supervision at SMK Proklamasi is in the responsibility of waka facilities and infrastructure, heads of departments, and teachers who participate in supervising deficiencies or constraints in facilities and infrastructure. The implementation of supervision is implemented every day according to the available practical lesson hours. Assessment reference for supervision. References for success that can be used as a benchmark for assessment for supervision of facilities and infrastructure at SMK Proklamsi are as follows: (1) Form of supervision. (2) Supervision mechanisms. (3) Facilities and Infrastructure Management in Improving the Quality of Supervision Implementation Graduates. (4) Surveillance time. (5) Evaluation of implementation.

#### Discussion

Standards of educational facilities and infrastructure include learning rooms, sports venues, places of worship, libraries, laboratories, workshops, playgrounds, places for creation and recreation, and other learning resources needed to support the learning process, including the use of information and communication technology, as well as other teaching and learning facilities. The fulfillment of these educational standards is highly dependent on the allocation of education financing, but also from the community and parents who can afford it. Reforms in the field of education that prioritize improving the quality of education, of course, also need to be accompanied by improving the quality of adequate educational facilities and infrastructure. Facilities and infrastructure standards should prioritize the factors of ensuring the safety of children's learning and the stability of

the carrying capacity of the learning process at SMK Proklamasi Karawang.

The issue of educational facilities and infrastructure is closely related to education financing. The government's ability to support the improvement of facilities and infrastructure is still very limited. While some people charge for 'free education'. This is a tough challenge for BSNP in formulating this educational indicator standard. Moreover, in regional autonomy policy, education financing is less of a concern for regional rulers, so the negative impact of education decline will become a new threat.

Standard indicators of facilities and infrastructure should be adjusted to the conditions and capabilities of each educational unit. However, the minimum requirements for facilities and infrastructure that support the teaching and learning process take place are the responsibility of the government and the community together.

From the exposure of data related to the procurement of facilities and infrastructure as described by the researcher above, researchers can provide findings regarding the procurement of facilities and infrastructure carried out at SMK Proclamation as follows: (a) Procurement of facilities and infrastructure is carried out according to the needs of madrasah and adjusts to the source of funds, (b) Procurement of facilities and infrastructure is adjusted to its category to minimize errors and can be directed, (c) Procurement of facilities and infrastructure is always carried out with coordination, (d) Procurement of facilities and infrastructure is carried out by carefully estimating needs objectively using accurate data related to school needs, (e) Sarpras Procurement Procedures are carried out by buying, receiving grants, repairing, and (f) Procurement of Sarpras by purchasing the purchase process directly through the team. Discussion of research results contains interpretation and analysis of research results. In the discussion, reference research results can be included in journals to strengthen research findings and compare research results obtained.

Obstacles to facilities and infrastructure in SMK Proclamation of financing, maintenance and storage. Barriers to financing and care tend to be

minimal and limited sources of school funding. For storage, more is due to the capacity of school warehouses that have exceeded capacity.

### **Conclusion**

First, the planning carried out at SMK Proklamsi is in accordance with the procedures that have been planned by the department and school through a deliberative process, namely with the initial stage of the budget planning process, planning the needs of tools and materials, which are in accordance with the subject schedule students, organizing plans, and planning the implementation process so that the planning process at SMK Proklamsi is good.

The two organizations that have been carried out at SMK Proklamsi can run well because the implementation is in accordance with the tupoksi (main tasks and functions), work organizational structure, and mechanisms in the process of procuring facilities and infrastructure. The organizing process begins with the creation of an organizational structure and the distribution of tasks in accordance with the tupoksinya, so that the organization runs well.

Third, the implementation of the management of facilities and infrastructure at SMK Proklamsi includes several things, including the preparation of equipment inventory and maintenance.

The four monitoring of facilities and infrastructure at SMK Proklamsi are carried out by Wakasek sarana prasarana, the head of the department who is assisted by practical subject teachers who are in charge of the learning process every day.

The five conditions of facilities and infrastructure at SMK Proklamsi are quite good. However, there are also problems faced by the school, including the need for facilities and infrastructure, not all of which can be realized due to limited school budgets.

### **Suggestion**

First, it can create better results and also superior student quality, then the process of facilities and infrastructure management needs to pay attention to the process of procuring equipment and special rooms that

are not yet available in accordance with the majors contained in SMK Proklamsi. It is necessary to improve the planning process at the stage of procurement of facilities and infrastructure, as well as increased cooperation between schools and the government in supporting the teaching and learning process, this is to be able to cover the shortage of equipment and materials needed.

Second, there are other researchers who will conduct research on facilities and infrastructure management at SMK Proklamsi in order to maximize the best possible use of time in order to get more efficient results than previous research.

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