



## Student Management in Mulia Private School Rantang Village Hampan Perak District

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### Abstrak

Penelitian ini bertujuan untuk mendeskripsikan manajemen kesiswaan yang berlangsung di Sekolah Swasta Mulia desa kota rantang. Penelitian ini menggunakan metode deskriptif kualitatif. Data yang diambil dengan cara wawancara, observasi dan studi dokumentasi. Dalam penelitian ini yang menjadi subyek penelitian ialah kepala sekolah, wakil kepala sekolah dibidang kesiswaan serta beberapa siswa dan guru bidang studi di sekolah ini. Penelitian ini menunjukkan bahwa proses manajemen kesiswaan yang berlangsung telah sesuai dengan ruang lingkup manajemen kesiswaan, dan dipersiapkan oleh pihak sekolah sesuai dengan petunjuk teknik dari dinas Pendidikan.

**Kata Kunci:** Manajemen, Kesiswaan

### Abstract

This study aims to describe student management that takes place at Mulia Private School in Rantang City Village. This study used descriptive qualitative method. Data collected by interview, observation and documentation study. In this study, the subjects of the study were the principal, vice principal in student affairs and several students and teachers in the subject area of this school. This study shows that the ongoing student management process is in accordance with the scope of student management, and was prepared by the school in accordance with technical instructions from the education office.

**Keywords:** Management, Student

### Introduction

Student management is the organization or regulation of all aspects of activities related to students, from their enrollment to their departure from a school or educational institution. The presence of student management is crucial in educational institutions because students are both the subjects and objects in the process of knowledge and skill transformation. The success of education depends greatly on the development of

students' physical potential, intellectual intelligence, social, emotional, and psychological aspects. Student management involves more than just recording student data; it encompasses broader aspects that help facilitate the growth of children through the educational process at school.

Student management is the process of handling all matters related to students and school development, starting from student admission, student guidance during

their time at school, to their completion of education. It includes creating a conducive environment for effective teaching and learning processes. Student management is not limited to recording student data but involves broader aspects that can be operationalized to support the smooth growth and development of students through the educational process at school.

A school's quality is assessed by the positive response it receives from the community. This can be seen in the quality of its alumni, which benefits not only the school but also the parents. Adequate facilities, such as buildings, libraries, dormitories, and the national curriculum, also play a crucial role in student management. This makes the school attractive to parents who want to enroll their children there. Even though registration fees and tuition fees may be considered high, it is not an issue if the school provides quality education.

Education in Indonesia plays a central role in improving human resources, as stipulated in Law No. 20 of 2003 concerning the National Education System. National education aims to develop abilities, shape character, and elevate the dignity of the nation's civilization in order to enlighten the nation's life. Its goal is to develop the potential of learners to become individuals who are faithful and devoted to the One Almighty God, Mulia in character, healthy, knowledgeable, skilled, creative, independent, and responsible citizens. Student management is one of the essential aspects of educational management. It holds a strategic position as the central education service, both within and outside the school context, aimed at students. All educational activities, whether related to academic management, academic support services, human resources, financial

resources, infrastructure, or school-community relationships, are consistently aimed at providing reliable educational services to students.

### **Method**

This study uses a descriptive qualitative research method. Qualitative research is characterized by data expressed in a narrative form and is not transformed into numerical values or symbols. Descriptive qualitative research aims to describe an event or series of events, focusing on actual problems using qualitative descriptive methods. According to Bogdan and Taylor, descriptive qualitative research is a research procedure that produces descriptive data in the form of written or spoken words from individuals and observable behaviors. Descriptive qualitative research aims to provide descriptions and tends to utilize analysis.

**Data Collection Techniques** The author collected data through interviews, observations, and documentation.

- a. **Interviews:** Interviews involve directly asking questions to the informants. It is a method of data collection through direct conversation.
- b. **Observations:** Observations are activities conducted by the researcher in a natural setting with the aim of exploring or uncovering meaning or phenomena within the participants. It involves observing and recording information using the sense of sight without necessarily asking questions. The observation technique can be divided into two categories: participant observation (actively participating) and non-participant observation (not actively participating).

- c. Documentation: Documentation technique is used to obtain data that is already available in the form of books or archives to complement the results of interviews and observations. The documentation method is used to gather data in the form of documents, journals, books, newspapers, magazines, and other relevant sources related to the research being conducted.

## **Results and Discussion**

### **Management Planning for Students**

The school principal mentions that management planning for students is carried out from the process of student admission to their graduation, and even extends to when students become alumni if necessary. The school collects data on the school's size, classrooms, number of classes, student and teacher needs, as well as staff, and the ratio of students to teachers. With this data, the school can analyze the needs of student management within the school. By knowing the current number of students in the school, it becomes possible to determine the number of students that can be admitted in the new academic year. The ideal class size is also mentioned as a crucial factor because a class that is too small cannot accommodate the ideal number of students. To address this issue, the researcher seeks to explore potential solutions. The school principal provides more detailed information, stating that when tasked with leading the Mulia private school, they studied many aspects of the school, including the school's size, classroom layout, and other supporting facilities such as the school cafeteria, cooperative, and restrooms. Planning activities serve as the initial steps that must be taken as guidelines for implementing

various tasks until the desired goals are achieved.

### **Mechanism for Admission of New Students at Mulia Private School**

The recruitment of new students is an initial process conducted by the school to fulfill the number of students who will become part of the school community. The recruitment process is a routine agenda carried out by the Mulia private school. This annual agenda aims to accept students who wish to learn and be educated with various knowledge and provided guidance and development to develop their personalities, so they become knowledgeable individuals who are devout in accordance with the school's vision and mission. The quota for new student admissions is usually determined based on the number of classes that can accommodate new prospective students.

### **Allocation of Classrooms and Student Study Groups**

The allocation of classrooms is a routine activity carried out after the school has completed the process of admitting new students. Generally, the allocation of classrooms is determined through the agreement of the school principal and staff to ensure that students feel comfortable in their learning environment. In the Mulia private school, classrooms are divided in sequential order, with each grade level being divided into 3 classes, for example, Class V11-A, VII-B, and VII-C. Teachers will assign student study groups without discrimination, allowing students to improve their learning achievements. Students who struggle with certain subjects can be taught by their peers who have a better understanding of the material, with the support of teachers. The grouping of students does not favor any specific

criteria, such as gender, intelligence, background, ethnicity, or religion. This approach promotes mutual respect, cooperation, and the values of togetherness among students, regardless of their background, academic ranking, ethnicity, or religion. Thus, students are taught about responsibility and respecting others.

### **Guidance for New Students and School Rules**

The guidance for new students in this school is provided through special counseling services. These services are part of the regulations implemented by the educational institution within the school. The guidance for new students greatly helps in shaping the character of students who may have behavioral issues. Students who receive special counseling services are not limited to those with problems but also cover various aspects such as learning and others. If students violate school rules, they may face disciplinary action, which varies depending on the severity of the violation. In the Mulia private school, the sanctions imposed for student violations are relatively minor. Typically, punishments given by the school, teachers, or the student affairs department involve tasks such as cleaning the school premises for minor offenses. However, if a student repeatedly violates the rules, it will be noted, and the total number of violation points will determine the severity of the sanctions. Major violations are usually handled directly by the student affairs department, while minor offenses such as

### **Conclusion**

Student management is a process carried out systematically within an organization, starting from planning, organizing, directing, and controlling in order to achieve goals effectively and

efficiently. Effective student management has a positive and significant impact on student learning outcomes, while avoiding overlap and wastage of time within the school's management processes.

First, the planning process, designed by the school through direct instructions from the principal, has been carried out in accordance with established procedures. Planning for student management is developed based on the school's capabilities and to meet all the needs within the school.

Second, the mechanism for admitting new students is typically done manually, where students fill out application forms provided by the school. However, the school has decided to implement a New Student Enrollment System (promotion).

Third, the grouping of new students is carried out according to the school's regulations and policies, which adhere to the principle of non-discrimination and impartiality in grouping students.

Fourth, student guidance and specialized services through counseling are also provided by the school. The teachers responsible for counseling in this school are consistent in shaping students' character for the better. With the existing counseling procedures, the school is able to effectively guide students from different backgrounds and characters to be disciplined and cooperative in school. School regulations are communicated to all students through announcements displayed in the school's entrance area, and they are mandatory for all students without exception.

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