

**STUDENT MANAGEMENT AT ISLAMIC STATE JUNIOR HIGH SCHOOL  
COT GUE ACEH BESAR****Fadhilah<sup>1</sup>, Arisnaini<sup>2</sup>, Eka Mayasari<sup>3</sup>, Muliana<sup>4</sup>**<sup>1</sup>Early Childhood Islamic Education Study Program, Serambi Mecca University<sup>2,3</sup>Islamic Religious Education Study Program, Serambi Mecca University<sup>4</sup>Physics Education Study Program, Serambi Mecca UniversityEmail: [fadhilah@serambimekkah.ac.id](mailto:fadhilah@serambimekkah.ac.id)**Abstract**

*The application of students to institutional management is one of the needs to improve the quality of education. The lack of school facilities and infrastructure is the main obstacle in effective student management. This research aims to determine the planning, implementation, monitoring, and evaluation of student management programs. The method used in this study is a descriptive qualitative approach. Data collection techniques: observation, interviews and documentation. The subjects are the principal, teachers and students of MTsN Cot Gue. The results of the study show that: the student management plan prepared by the principal with the vice head of students and vice head of curriculum includes Admission courses, new student capacity, and the new student selection process, analyzing subjects, compiling annual programs, semester programs, syllabus and Learning Program Plans. All plans are drafted, drafted and documented. The implementation is adjusted to the student management plan prepared, both in relation to new admissions and student activities. Supervision of student management based on a management system, namely looking for every activity that has been planned, carried out and well supervised. Principals and teachers to supervise the implementation of student management. Both the principal and the teacher carry out roles and responsibilities based on the duties and functions for the management of student success. Activities and aspects of student assessment management based on the plan prepared. Evaluations are carried out to see the success and improve the activities that have been carried out.*

**Keywords:** *Student management, Islamic state junior high school***1. INTRODUCTION**

The implementation of the education system in Indonesia is to adopt a comprehensive system-oriented education. In a comprehensive perspective by Murniati (2008) that: "Indonesia's national education practice seeks to apply an educational conception with nuances of integrated and comprehensive education about nationality, religion, humanity, and at the same time work." This is reflected in Law No. 20 of 2003 concerning the National Education System, in Chapter I, Article 1, paragraph 2 states that: "Education is national education based on Pancasila and the 1945 Constitution, which is rooted in religious values, Indonesian national culture and responsive to the demands of changing times."

Policies to improve the quality of education and teaching must always be pursued by various parties, both the government and other components involved in the process. Teachers as the main component in the teaching process hold key positions in an effort to improve the quality of learning. Ideally, in every learning process, teachers are required to be able to support teaching involving various elements necessary to achieve optimal results.

The process involves teaching support elements who are one of the teachers in implementing management strategies for student learning success. Teachers are able to implement good management, also said to be professional teachers. This is in line with the opinion of Rusydie (2011) as follows:

Special teachers, becoming a professional teacher is a non-negotiable demand. This is because teachers are a very important profession for the development of a nation. Being a teacher does require several skills, at least every teacher must master the material taught thoroughly. If this kind of expertise is not possessed, then the professionalism of teachers will be lost. Based on the quote above, it provides clarity that an effective teacher is one of them who is able to activate students in learning. This process will be easily realized by the teacher when the lesson is able to apply optimal learning. Good learning management will be able to bridge between teachers as facilitators and students as subjects in research. "Learning is a democratic alternative that is very useful for teachers in helping the development of students, especially in the social aspects of students." Umiarso and Gojali (2010). Without ownership of management learning, student achievement or quality of education will be difficult to translate into a better direction.

The high and low quality of education in a school is determined by many factors. One of the components that is partly responsible for the quality of education is teachers. This fact cannot be denied that the indicator of educational success is always related to the competence of teachers as key holders of key positions in teaching in schools, especially in the application of student management. Gunawan (2008) argues that: "Management students (students) are the entire process of activities that are planned and deliberately fostered as well as the continuous development of all students in order to follow the teaching-learning process effectively and efficiently, to achieve the set educational goals".

The management of student activities starts new admissions until they leave school due to graduation, death, dropping out of school or for any other reason so that he or she is no longer enrolled as a student of the school

When the understanding of student management mentioned above is considered, it can be concluded that activities are carried out systematically and programmed in order to uphold the rights and obligations of students in an educational institution or school. Students have the right to be obtained or accepted from the school and at the same time fulfill the obligations that come with being a student. This reality is like what happened to MTsN Cot Gue Aceh Besar district where teachers have implemented student management, but are still faced with the problem that the lack of school facilities and infrastructure is the main obstacle in effective student management.

Based on the above background, the author is interested in knowing in depth about student affairs management. For this reason, the author chose the title: "Student Management at SMP Cot Gue Aceh Besar."

## **2. LITERATURE REVIEW**

### **Definition of Management**

In general, management can be understood as a science that can influence or a resource to empower an organization to achieve stated goals effectively and efficiently. Management can also be defined as the ability or skill to obtain results in achieving goals through the activities carried out. Management is also the process of combining resources that are not related to the entire system to achieve a goal. Management can be applied in all activities, since it is universal and is a systematic framework of knowledge. Management seeks to focus attention on the main administrative processes which include planning, organizing, going through the evaluation process to achieve the expected goals and objectives. There are several definitions of management suggested by experts. Siagian (2007) defines management as: "the skill to move a business through leadership to achieve its intended goals. With this starting point of real sense, it can be said that everyone has been a manager all his life."

Because of the development of science, especially management science, requires a deeper understanding by all human resources in the organization. Management should start with a good plan and then follow it up with other steps to achieve the set goals. In accordance with the above opinion, management according to Hasibuan (2007) is defined as: "The process of planning, organizing, leadership, movement, and control to achieve goals set by human resources and other resources that have activities and can be used in any organization or human cooperation in achieving goals."

Management aims to achieve the goals set by the school, but achieves the goals of management in a way that organizes others in carrying out their duties. Management is seen as a profession because it is based on management expertise to achieve the manager's achievements, and professionalism is demanded by the code of ethics. Rasima (2007) argues that "management is the process that is carried out to ensure that activities or organizations are carried out effectively and efficiently with and through others."

According to Prawirosentono (2007) that: "Management is a set of activities that are linked, integrated (integrated) and sequential (sequencing) synergizing with each other for human resources, natural resources and technology in accordance with predetermined goals." Thus, the scope of management is very wide, depending on the good side such as science studies, tips, and professions. Usman (2007) states that: "Management is often defined as knowledge, tips, and professions. It is told as a science by Luther Gulick, because management is seen as a systematic field of knowledge that seeks to understand why and how people work together. "It is said to be a tip to achieve management goals set by the way others carry out their duties. It is seen as a profession because it is based on management expertise to achieve the achievements of managers, and professionals are demanded by the code of ethics.

Covering planning, mobilization, coordination, control, management education is an application of educational management. Through reliable education management, it will be able to produce qualified human resources. The definition of education management includes "all actions or arrangements of resource setting (people, money, materials, and markets) and how (methods) to achieve the expected educational efforts (efficiency, productivity, effectiveness, and accountability) through the process of planning, implementation, and monitoring (POAC/POSDCORB).

Sagala (2009:54) states that: "The administration and management of education includes all activities carried out by educational institutions, especially educational units at various levels and their work functions in order to achieve their goals." Management tries to focus attention on the main administrative processes which include planning, organizing, monitoring, and evaluation are considered very important in determining the main goals and objectives.

Based on the above opinion, it is understood that competent human resources are able to plan, organize or implement sustainably so as to obtain maximum results and goals. The three have a relationship with each other, if one of them is an imbalance, it will affect the final result.

Danumihardja (2008) argues that "in managing a school, there are two factors that determine the achievement of goals effectively and efficiently." The first factor is external factors, among others, namely the consumer society that determines the success of an education, therefore the community must be included in the management of the school starting from planning to understand all the needs of the school, especially with respect to the source of funds needed by the school.

Society also includes (external factors) are government policies, environmental, political, social and cultural factors, as well as the level of economic development, the state of a country. The second factor is internal factors including everything directly related to school management including: management/human resource management, financial management, infrastructure management, curriculum management, relationship management and public schools, student

management, supervision and assessment of education. External and internal factors are two factors that affect each other where they are the same thing – they function the same and play a role in achieving goals.

### **Definition of Student Management**

The term management has many meanings, depending on the person interpreting it. The term school management is often juxtaposed with school semester administration. Related to it, there are three different views; First, define more comprehensive administrative management, second, a more comprehensive view on management and administration the third view assumes that management is synonymous with administrative management.

Soetopo (2006) states that student management is: "an arrangement or arrangement related to every student activity from the beginning of the student to the release of the student from a school or institution." Based on expert opinions, it can be interpreted that student management is a business arrangement for students starting from the time the student attends school until they graduate from school. In any business setting or arrangement relating to student activities or student approaches.

Student management is the entire process of cooperation in the field of student affairs. The field of cooperation in student management is to solve problems related to students. The problems referred to here are the implementation of school censuses, organizing new students (PSB), fostering discipline students, holding special service programs for students, and so on. Management aims to organize students from the student recruitment process, followed up with postgraduate studies in accordance with the objectives of institutionally contributing to be effective and efficient in an institution.

Management students are one of the fields of fertile management education that specifically handles tasks related to students as student subjects. By definition, according to Bafadal's student management (2007) can be interpreted as: "the entire process of cooperation in solving student problems in achieving educational goals at school." Based on a simple definition, there are three things that need to be underlined in relation to the management of school/madrasah students. Student management is the entire process of cooperation in the field of student affairs. Because the cooperation process in the field of student affairs is the responsibility of the principal's management. However, in managing student problems, school principals are required to foster cooperation with teachers. The field of cooperation in student management is to solve problems related to students. The problems referred to here by Bafadal (2007) are: "organization of school censuses, organizing new students, fostering disciplined students, holding special service programs for students who have problems in school."

The purpose of the student management is to manage all the tasks completion relating to the student. By setting it is expected that all tasks relating to the students take place effectively and efficiently so as to accelerate the achievement of the purpose of the institution.

The process of managing student at the school there are some principles that need to be considered. If these principles are observed by all parties to work together in managing the student, the goal can be achieved to the fullest. These principles according Sudjana (2008) as follows:

- a. The student management In the process, the principal or the teacher needs to involve the parents. For example, principals with teachers will develop a student's expected rules obeyed by all students. In order for the hope that is achieved, the rules should be developed that successfully explained to the parents and ask any of the parents explained to his son and daughter, respectively. Even more than that, principals and teachers can ask parents to nurture his son and daughter respectively in order gradually to comply with the rules developed.

- b. All student service programs must be based on the needs of the student. For example, there is a student who often undisciplined behavior. Improvements made principal or teacher should be tailored to the characteristics of the student.
- c. Settlement was a good student management can basically create learning situations orderly and organized so that the personality of students can grow and develop naturally.

Based on the quote above, it is clear that the completion of the student 's management needs funds, facilities, manpower and time is not small. Completion of a good student management is the completion of the management efficiently utilize all components, even though the facilities, personnel, and funds are available in very many institutions. In addition, the completion of the student management can be said to be good if it could dramatically accelerate the implementation of existing learning process.

### **Student Management Planning**

Student management program basically involves the planning of new admissions, planning various activities of students in the school, student discipline in implementing planning, and planning for students who are having problems . These three things are equally important because they have to clear before programs are implemented. The more programs to work with students who have problems, according Bafadal (2007) that: "The importance of the program planned carefully before it is applied, so that when the students encountered problems completion process does not fumble, so it would be difficult to enforce school discipline."

Planning is the initial action in managerial activities at any school organization. Each activity planning will determine any difference in performance (perforemance) school organization with other organizations in the implementation of plans to achieve the goals set. Syfaruddin (2008) explains that "planning is the process of determining what should be achieved and how to make it happen in reality. " Means in the planning (planning) will be determined what will be achieved by creating a good plan and the ways or methods of doing the plan to achieve the goals set . Good results in carrying out various activities related to the student will be achieved well , if carefully prepared plan and through an intensive review process, especially from principals and teachers. Planning is part of the management function. Planning is the process of forecasting, development, implementation, and control that ensures an activity. According Winardi (2007) that: "planning is a conscious effort, organized and continuously performed to select the best alternative from a number of alternatives to achieve the goal."

Student management planning functions include setting goals or actions necessary framework for achieving a specific goal. first; done by assessing the strengths and weaknesses of the organization, second; determine the opportunities and threats, and the third; determining strategies, policies, tactics and student management program. All of it is done by a process of decision-making scientifically and involve all components of the school. Even student management plan would be better if it involves the school committee and parents of students in the preparation program.

The preparation of the student management program planning in general there are three interests to be achieved. The third interest in Mangkunagara (2006) as follows: " the interests of the individual, organizational interests and national interests. "Cahyani ( 2007:30 ) stated that: "it is important to strategic planning because it can be used to identify the lack of empowerment of personnel , and a lack or excess capacity to inhibit the implementation of the strategy." Meanwhile, according Sutisna (2007) that: " planning implies that managers first think carefully purpose and action."

Based on the above opinion, means that the preparation of the management plan of student needs to pay attention to the number and type of people needed to perform the activities, the ability of people to be trained and training, as well as the objectives of the program are executed.

The goal is that the student is prepared management plans can be implemented to the fullest. So is the case in the management planning process student in school / madrasah, planning is very important factor to note, because this is the first step before carrying out the activity.

Student management plan, compiled programs would actually pay attention to the three factors described above. Therefore, prior to analysis of planning needs to be done, both on the state of present and future. Implementation of this plan in accordance with the analysis of the planning function. There are several types in planning , which are planning in terms of time , planning in terms of the scope and terms of the nature of planning. Planning in terms of long term planning period, medium and short term. Planning in terms of the scope of concerns about the planning of individual, organizational and national. Planning in terms of concerns about the nature of strategic planning and operational planning.

### **3. METHODS**

This research uses a descriptive, qualitative approach, observational data collection techniques, interviews, and documentation. Main research subjects and teachers. Qualitative analysis of data processing techniques.

### **4. RESULTS DISCUSSION**

Student Planning Management at Cot Gue MTsN Aceh Besar

The results showed that the activities of planning, including designing Pembelajaran Program Plan (RPP), preparation of syllabus, preparation of annual programs and the Semester Program. Learning plan contained in the lesson plan prepared by each teacher on MTsN Cot Gue Aceh Besar district. There are a number of aspects in the RPP is the reference for learning.

This is suggested by Umaedi (2006) that: " teachers should be encouraged to continue to refine learning strategies , for example by applying the review follow in learning ( class - room action research). "Ministry of Education (2007) points out that the implementation of the curriculum in schools through four stages, namely: (1) planning, (2) organizing and coordination, (3) conduct implementation, and (4) control.

Planning stage, at this stage to be translated curriculum lesson plans, then to the deputy head of the student to do some activities, such as annual and semi-annual program outlines, review the calendar based education, preparing lesson plans. Based on the results of the study showed that the preparation of the AMP to the RPP is not done single-handedly by a certain subject teachers. However, compiled jointly by several teachers in MGMPs activities held in school. Organizing stage, at this stage, with the principal Deputy Head of Student Affairs and Deputy Head of Curriculum regulate the distribution of teaching duties and other tasks evenly, according to the teachers' areas of expertise and demand . In addition, helped arrange a lesson schedule, schedule repairs and enrichment activities, teacher refresher scheduling with the goal that teachers periodically get a refresher on the development of science and technology, instructional strategies, and methods of teaching. In this process including scheduling student activities, both intra-and extra-curricular activities.

Phase control, at this stage of the aspects considered by the principal , among others: (a) the type of evaluation is associated with a purpose, and (b) the use of evaluation results. In this section, the principal reminded the teachers that the evaluation has a dual purpose, namely to determine the achievement of learning objectives and know the difficulties of the students. To determine the achievement of learning objectives teachers can use a variety of appropriate assessment tools, to determine the student's difficulties while using diagnostic tests.

Furthermore, the evaluation results can actually be used to improve teacher management of student activities. For principals it always reminds the teacher , if the student has not mastered the essential learning materials need to be repaired . Students who have difficulty need to find a

way, for example, set up a study group or a teacher trying cooperative learning model (cooperative learning), so that students are less intelligent helped by a more clever.

The results of the study can be seen that the principal and subject teachers MTsN Cot Gue Aceh Besar district has implemented instructional planning process well. This is a positive influence on the improvement of student management. A plan will be achieved with the optimal goal, if based on six categories, including "(1) plan developed based on clear objectives; (2) the unity of the plan; (3) logical (reasonable); (4) an element of continuity; (5) is simple and clear; (6) flexible; and (7) stability." (Aaron, 2007). Management student is basically setting all learning activities and student activities are guided by both unit level education curriculum (SBC) is applied to junior level students and curriculum designed by the agency MTsN Cot Gue Aceh Besar district. Especially for curriculum subjects, is 4 hours face to face in a week.

Furthermore, the management goal is to organize all kesiswaan completion of tasks related to the activities of students. With such an arrangement is expected to take place all tasks effectively and efficiently so as to accelerate the goal of educational institutions. The activities were carried out, among others, (a) planning students, (b) setting a new student, (c) grouping of students, (d) student attendance, (e) fostering student discipline, (f) Movements for students, and (g) setting graduation. Given these activities, means MTsN Cot Gue Aceh Besar district has implemented student management function properly.

#### Implementation Management Student at Cot Gue MTsN Aceh Besar

The results showed that in the discussion of the implementation of the direction or orientation of learning tailored to the needs and developmental level of the child. Implementation of learning is determined by the child's age criteria that exist in each institution Cot Gue MTsN Aceh Besar district. It is clear that there are differences in the implementation of learning for junior level.

In more advanced, Ministry of Education (2007) recommends:

- a. Students shall be required as a subject and not an object, so it should be encouraged to participate in the planning and decision making related to their activities.
- b. The condition of the students are very diverse, in terms of physical condition, intellectual ability, socio-economic, interests and so on.
- c. Students will only be motivated to learn, if they like what is being taught.
- d. Development of potential students is not only a cognitive, but also the realm of effective, and psychomotor.

Some things that need attention in terms of school leadership coaching students MTsN Cot Gue Aceh Besar is a way of grouping, the increase in class, the determination of the program, and coaching discipline. Judging from the implementation of the program at Cot Gue MTsN Aceh Besar district on several management functions can already be categorized either, it can be seen in the division of tasks on each teacher, among others, make teaching preparation is made units daily activities, provide teaching aids for students, maintain and to repack all the equipment that has been used by children. In addition, provide the opportunity for teachers to create on. Furthermore, to improve the quality of teachers, efforts are made to develop the knowledge and skills of teachers by following training related to the development of students.

There are three important aspects that should be developed by the school, namely: professionalism, career development and well-being. This is in line with the opinion of Hadith and nurhayati (2012) as follows:

Professional teachers must always be creative and productive in educational innovation to improve the quality of education. But to prepare innovative teacher is very difficult, if it is associated with a welfare system for teachers in Indonesia are far from adequate. In order to improve the professionalism of teachers in educational institutions, improvement of work

motivation, job performance or productivity, and providing various types of training and professional education for teachers is needed. In line with the above quote can be understood that the process to produce quality human resources for teachers, one of them through training and professional education. It is also in line with the opinion Koeswara (2006) that for the improvement of human resources should be through "filtering stage, appointment, placement, introduction of the working environment and career development. As for how to improve personal and career development (personal) can be done through a process of education, training, or upgrading."

Furthermore, the proportion or ratio between teachers and students, where each class is generally comprised of an average of 20 students led by two teachers.

## 5. CONCLUSION

The results of the study show that: the student management plan prepared by the principal with the vice head of students and vice head of curriculum includes Admission courses, new student capacity, and the new student selection process, analyzing subjects, compiling annual programs, semester programs, syllabus and Learning Program Plans. All plans are drafted, drafted and documented. The implementation is adjusted to the student management plan prepared, both in relation to new admissions and student activities. Supervision of student management based on a management system, namely looking for every activity that has been planned, carried out and well supervised. Principals and teachers to supervise the implementation of student management. Both the principal and the teacher carry out roles and responsibilities based on the duties and functions for the management of student success. Activities and aspects of student assessment management based on the plan prepared. Evaluations are carried out to see the success and improve the activities that have been carried out.

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