

Implementation of islamic education management in the admission of new students at SMK Teknindo Jaya

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ABSTRACT

Acceptance of new students is crucial in the world of education. The goal is the quality of the school's educational institution. Acceptance of students begins with careful planning and implementation in such a way. This study uses a qualitative method, data collection is carried out directly through documents in the form of books and articles, then interviews are conducted with SMK Teknindo Jaya Depok and analysis using the Miles and Huberman technique. The results of the study obtained, SMK Teknindo opens admission of new students by referring to the policy of PERMENDIKBUD RI NO 1 of 2021. Planning is carried out carefully by the principal and all parties involved during the PPDB period. Acceptance of new students at SMK Teknindo Jaya is still conventional, but with good planning it will realize effective and efficient implementation. Implementation is carried out openly without any cheating and discrimination in it. At the end of the implementation, an evaluation is carried out as an assessment for the following year.

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Introduction

According to Asmendri, management etymologically comes from the Latin words "manus," meaning "hand," and "agree," meaning "to do." When combined, they form the word "managere," which means "to handle something, to manage, to make something as desired by utilizing all available resources." Management can be described as both an art and a process that is carried out effectively in achieving a goal, which includes: planning, organizing, staffing, mobilizing, leadership, supervision, controlling; optimizing the use of resources and carrying out organizational tasks effectively and efficiently, with the ultimate goal of achieving organizational objectives (Furtasan Ali Yusuf & Maliki, 2021, pp. 1–3).

From an Islamic perspective, management emphasizes responsibility, division of labor, and efficiency. Several verses from the Quran highlight these aspects, such as in Q.S. Al-Zalzalah 7-8, which stresses the importance of individual responsibility for one's actions, Q.S. Al-An'am 165,

which emphasizes the importance of the division of labor in an organization, and Q.S. Al-Thur 21, which underscores the importance of delegating tasks according to individual expertise (Mulyono, 2017).

Students are synonymous with learners, pupils, or members of an educational system. In general, the term "students" applies to individuals of any age who are capable of participating in education, ranging from children to adults and the elderly. In a broader sense, students refer to anyone involved in the process of education and learning at formal or non-formal educational institutions. In a narrower sense, students are those enrolled in schools where formal education and learning take place (Afriyani, 2019). Students are living beings with unique personalities, attitudes, and behaviors influenced by their environment, which leads to their growth and development (Nizar & Hasibuan, 2020, p. 165).

According to the National Education System Law (UU SISDIKNAS NO. 20 of 2003, Chapter I, Article 1), "students are members of society who strive to develop their potential through learning processes available at certain education paths, levels, and types." The term "students" is given to individuals seeking personal growth through education, both academically and non-academically. To achieve this, students must be enrolled in a specific educational institution (Rifa'i et al., 2018).

Sukarti explains that students' presence in educational activities is crucial because they are both the subject and object of the transformation of knowledge and skills. Therefore, the quality of the institution can be observed through its students, who are not merely needs but are central to the educational process. This allows students to develop their physical, intellectual, social, emotional, and psychological potential (Baharuddin et al., 2020).

In line with the previous opinion, students are considered the target of education because they are individuals being educated to reach their potential. One indicator of educational success can be seen in the achievements of students. Hence, students are the most important members of the educational world (Nudin, n.d.). In the Islamic education paradigm, students are seen as individuals who are not yet mature but possess inherent potential (abilities) that need further development. In this context, students are beings created by Allah with both physical and spiritual nature, which have not yet reached maturity in terms of form, size, or balance. From a spiritual perspective, they have talents, desires, emotions, and thoughts that are dynamic and need to be nurtured (Salminawati, n.d.).

According to Asma Hasan Fahmi, as subjects of education in Islam, students must possess at least four qualities: (1) Students should cleanse their hearts from negative traits and mental

illnesses before embarking on learning, as learning in Islam is considered an act of worship requiring a pure heart. (2) Students must instill within themselves the understanding that the purpose of acquiring knowledge is to attain moral excellence and draw closer to Allah, not for pride or social status. (3) Students must have perseverance and patience in seeking knowledge, even if it requires traveling to find a teacher, known as "rihlah 'ilmiah" (scientific journey). (4) Students must respect their teachers and strive to gain their approval through commendable means (Suharto, 2019, p. 96).

Student management refers to the organization and handling of all aspects related to students, including the learning process inside and outside the classroom. It involves managing student activities, from registration at an educational institution to graduation from that institution (Indrawan et al., n.d.). Student management encompasses the organization of activities related to students, starting from student recruitment to their graduation from a school or institution (Furtasan Ali Yusuf & Maliki, 2021, pp. 97–98). School management involves managing students by organizing and regulating everything related to them, starting from when they enter school until they leave the institution (Zainul Arifin Yusuf, n.d.).

Effective student management in schools requires attention to ensure efficiency and effectiveness, including: (a) Students having the right to be treated according to their talents, interests, and abilities, (b) Receiving religious education according to their beliefs, (c) Participating in educational programs that foster personal development and provide recognition for certain educational levels, (d) Receiving support such as learning facilities, scholarships, or other forms of assistance, (e) Transferring to another school at a higher level as per acceptance criteria, (f) Receiving an evaluation of their academic performance, (g) Completing the educational program ahead of schedule, and (h) Receiving special services if they have disabilities (Mulyono, 2017, p. 178).

According to Mustari, the admission of new students is a process to attract and select applicants to join the educational institution. The student admission process should involve registration and service stages set by the school in line with the new academic year. The goal of new student admissions is to provide a systematic, directed, and high-quality service to those wishing to enter an educational institution (Mulyono, 2017, p. 66). The smooth operation of an educational institution is largely determined by the success of the student admission process (Hardiningrum et al., 2021).

According to Prihatin, there are three types of criteria for admitting new students: (1) Standard

criterion-referenced, which is established before the admission process begins, where students who meet the criteria are accepted, and those who do not are rejected. (2) Norm criterion-referenced, where admission is based on performance during the selection stage as determined by the school. (3) Capacity criteria, where admission is based on the available quota at the school to avoid overcrowding or under-representation of students. Overcrowding can negatively affect the learning environment, while under-representation can impact the school's popularity (Muspawi, 2020).

According to Nurlailiyah, the admission process begins with thorough planning to ensure its smooth execution. Planning for the admission of new students should be carried out transparently, accountably, objectively, and fairly (Saadah et al., 2023). The essence of student recruitment planning lies in identifying and selecting prospective students to join the school, forming an admission committee, and announcing the school's profile and admission requirements, including registration procedures, registration times, selection sites, and announcement results. Selection methods may include health tests, academic ability, skill assessments, talent and interest tests, and final exam results (Sari et al., 2022).

Steps in the student admission process are based on the school's established system, aiming to reduce tensions among parties, address social and economic concerns, ensure learning goals are met, and assist minority groups. The committee's responsibilities include: (a) Determining the number of students, (b) Establishing admission requirements, (c) Conducting screening, (d) Announcing the admission results, (e) Registering accepted students, and (f) Reporting the results to the school administration (Haetami, 2023, p. 81).

According to Badruddin, there are five indicators in the student admission process: (1) Forming an admission committee, (2) Establishing the student registration requirements, (3) Providing registration forms, (4) Announcing the student admission process, and (5) Screening the applicants (Suryana & Wulansari, 2023). Similarly, according to Rifa'i, the procedure for recruiting new students includes: (1) Forming an admission committee, (2) Establishing student criteria, and (3) Defining communication strategies for the admission announcement (Hasnadi, 2022). The admission of new students is regulated by the government and involves complex and detailed procedures, including implementation, requirements, registration channels, announcements, registration, selection, announcement of new student appointments, re-registration, data updating, reporting, monitoring, and supervision (PERMENDIKBUD RI NO 1, 2021).

Metodh

This research uses a qualitative approach. The data used includes secondary and primary data. Secondary data is obtained from books and articles that are relevant to the discussion. Other data is collected directly through field activities. Data collection is done through interviews, observation, and documentation. The data is processed descriptively in the form of narratives and analysis. The data analysis technique uses Miles and Huberman's method, which starts from data collection, data presentation, and ends with drawing conclusions.

Result and Discussion

1. Planning for New Student Admissions

The planning for new student admissions aligns with the vision and mission of the Educational Institution. The vision and mission of SMK Teknindo Jaya are as follows:

Certainly, the school has specific criteria for selecting new students, which will impact the quality of the institution. Therefore, before conducting new student admissions, it is crucial to plan ahead to facilitate the activities carried out at the start of each academic year. The planning should be done collaboratively with the components involved in the educational institution. The principal plays a vital role in the planning process. The initial steps taken by SMK Teknindo Jaya in planning new student admissions are as follows:

a. School Policy and Registration Requirements

The policies set by the school for the new student admissions at SMK Teknindo Jaya refer to the Ministerial Regulation of Education and Culture of the Republic of Indonesia No. 1 of 2021, regarding new student admissions for kindergarten, elementary schools, junior high schools, senior high schools, and vocational high schools. The policies include requirements such as prospective students continuing at SMK Teknindo Jaya must submit a diploma or at least a certificate of graduation (SKL), have a healthy physical and mental condition, and the admission process must be objective, transparent, and non-discriminatory. Additionally, the school has policies for children with special needs, who will receive different treatment, with continuous support and guidance from the teachers at SMK Teknindo Jaya.

The registration requirements are in accordance with the Ministerial Regulation of Education and Culture of the Republic of Indonesia No. 1 of 2021. SMK Teknindo Jaya accepts students with a maximum age limit of 21 years.

b. Admission Pathways for New Students

SMK Teknindo Jaya opens admission pathways for students who wish to join through achievements, transfers, or for children from disadvantaged backgrounds. This school is open to anyone who wants to join and enhance their skills in the fields provided by the institution.

c. Forming the New Student Admissions Committee

The admissions committee is also crucial in the planning process for new students. It helps streamline the new student admissions process. Once the committee, consisting of a chairman, secretary, and members of the new student admissions (PPDB), is formed, tasks are assigned to ensure that the admissions process runs effectively and efficiently.

2. Implementation of New Students

a. New student admission committee

The committee that has been formed and given its respective tasks should carry it out. The task of the SMK Teknindo Jaya committee, as stated by the deputy head of curriculum, Mrs. Maryani, S.Pd "the PPDB committee is chaired by the principal of SMK Teknindo Jaya, the PPDB members consist of educators, education personnel and OSIS members. The members' duties are to promote the school in the form of banners or to carry out promotions between schools or through social media and to report on the implementation of PPDB at the end of the admission period for that year.

b. Registration announcement

The registration announcement is carried out in the form of promotion. Promotion is carried out by Educational Institutions and students. Educational Institutions carry out promotions such as putting up banners on the street regarding registration information, making brochures containing information about the vision and mission, registration schedule, registration fees, requirements for prospective students, and various extracurricular activities. The promotion carried out by students is by utilizing digital on social media.

c. Registration

Registration of new students is carried out once a year before the new school year. Registration opens several months before the implementation period. New students must comply with all registration requirements and meet the criteria for accepting new students. For students who have

a ranking of 1 to 5 levels previously, they will receive exemption from the cost of forms and educational facilities. Registration begins by coming to the school to meet the administration to pick up the form, fill out the form, pay the previously set registration fee, then return the completed form to the school.

d. Selection

The selection of new students is based on, diploma scores, report card scores and talent and interest interview tests as well as the capacity provided by SMK Teknindo Jaya. According to Mrs. Maryani, S.Pd, "the selection schedule is carried out approximately two days before students are active at school."

a. Announcement and Re-registration

The announcement is carried out after the new student acceptance stage is completed. New students who are accepted have carried out the procedure and have met the criteria determined by SMK Teknindo Jaya. According to Mrs. Maryani, S.Pd, "the announcement of student acceptance is carried out two days before the MPLS activity is carried out". After that, new students are directed to re-register after being accepted at SMK Teknindo.

3. Re-registration

Students who have been accepted will then be recorded by the new student admission committee. This data collection is to find out how many students have registered themselves, in addition, the data collection is also to facilitate the arrangement of classes according to the majors chosen by each registered student.

4. Reporting

Reporting is done together by the student admission committee by holding a new student admission meeting based on the data that has been received. The implementation of this reporting aims for evaluation and improvement for PPDB in the coming year.

Conclusion

1. Planning for the admission of new students is carried out properly in accordance with government policy. Establishing an admission committee with their respective duties, Preparing a registration schedule.
2. Implementation of admission of new students is a continuation of the planning formulated by the principal and committee members. Implementation of admission of new students at SMK Teknindo Jaya includes carrying out the assigned committee tasks, accepting new students such as filling out forms, registering according to the schedule, selection set by the school, up to the re-registration and reporting stages.

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