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*by* Proceding Management Of New Student Admissions In Improving

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# MANAGEMENT OF NEW STUDENT ADMISSIONS IN IMPROVING THE QUALITY OF GRADUATES AT SMP ISLAM AL-ULUM TERPADU MEDAN

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***Abstract:*** *This study aims to determine the management of new student admissions in improving the quality of graduates at SMP Islam Al-Ulum Terpadu Medan. This research uses qualitative research methods with a phenomenological approach. The data collection techniques used were: observation, interviews, and documentation study. Data analysis was carried out by using the following techniques: selection, data presentation, and conclusion drawing. The results of this study indicate that: Planning to improve the quality of graduates at SMP Islam Al-Ulum Terpadu Medan, is carried out by determining the target achievement of student activities to be carried out, determining how to achieve them and identifying the possibilities that will occur in carrying out student activities (student).*

***Keywords:*** *Managemen, New Student Admissions, Quality Of Graduates.*

## Introduction

The management of these students is very much needed in educational institutions to organize and direct their students to be better with efficient and effective handling. Not only as long as it accommodates students, but there is clear management so that the output or graduates of the institution can be enjoyed as a result, namely the formation of quality humans (Akrim & Parida, 2020). The quality of a school or not is influenced by the performance of the management resources of its students in managing students in the school. Quality schools cannot be separated from the role of student management in managing their students (Setiawan, 2019). Because student management aims to organize a student activity so that these activities support the teaching and learning process in schools to run smoothly and in accordance with the plans that have been made. Student management must be able to increase the knowledge, skills, psychomotor of students and be able to channel aspirations and develop general abilities, talents, interests and be able to meet the needs of students (Masitah & Setiawan, 2018). This needs to be considered by the actors of the management of students in order to achieve the goals of the school. Because basically students are raw input in school management (Nurzannah, Ginting, & Setiawan, 2020). The achievement of educational goals is manifested in personal changes of students in all its aspects. In the concept of management, students have several scopes consisting of several activities that support students' learning achievement. Among them, namely: 1) Planning students; 2) Recruitment of students; 3) Selection of students; 4) Admission of new

students; 5) The orientation of new students; 6) Placement of students; 7) Recording and reporting of students; 8) Guidance and development of students; 9) Evaluation of students. Based on the above background, the authors are interested in conducting research at SMP Islam Al-Ulum Terpadu Medan, regarding the management of new student admissions in improving the quality of graduates.

**Literature Review**

Mulyono (2008) states that student management is the entire process of activities that are planned and attempted on purpose as well as continuous coaching of all students (in the relevant educational institution) so that they can follow the PBM process effectively and efficiently. Thus, the meaning of student management is simply the arrangement or arrangement of an activity related to students, starting from when students enter until students leave a certain educational institution.

In principle, student management is directed at improving the quality of learning activities both intra and extracurricular activities, so that they can contribute to the achievement of the vision, mission, goals of schools and the objectives of national education comprehensively (Abrianto, Setiawan, & Wijaya, 2020). Thus, student management is not only in the form of recording data related to students, but includes broader aspects that can operationally assist the growth and development of students through the education process in schools.

Admission of students is a process of finding, determining, and attracting potential applicants who are able to become students at the educational institution (school) concerned (Nizarman, 2015). Furthermore, Mustari (2014) explained that student admission is a process of data collection and service to students who have just entered school, after they have fulfilled the requirements set by the school ahead of the new school year. Thus, student admission is an activity to find new students to be able to register in a school.

Tatang Amirin (2013) states that in the admission or recruitment of new students, there are several steps that must be taken including: 1) Forming a committee for admitting new students, this committee involves teachers and education staff. The task of this committee is to register prospective students, select prospective students and accept re-registration of students who pass the admission selection. 2) Making and posting public admissions announcements advertisements for new students. The contents of the announcement of the admission of new students consist of: a brief description of the school which includes: a) vision, mission objectives, history, school supplies or facilities; b) new student registration requirements; c) how to register; d) time and place of registration; e) how much is the registration fee; f) time and place of selection; g) announcement of selection time which includes the time of announcement and place of announcement of the selection results.

Furthermore, in the admission of new students there are several things that must be considered by an educational institution, including those related to: 1) Student Admission Policy; 2) Student Admission System; 3) Student Admission Criteria; 4) New Student Admissions Procedure.

Thus, an educational institution (school) in admitting new students every year must pay attention to several things, including how the policy for the admission of new students both rolled out by the government and policies made by the school itself, how is the admission system, how criteria for students who are accepted, as well as how the procedure for the acceptance of these new students.

**Method**

This field research, using qualitative methods with the type of phenomenology, which in nature; describe the data, analyze, and interpret the phenomena captured in the observation. The

data collection techniques used were: observation, interviews, and documentation study. Data analysis was carried out by using the following techniques: selection, data presentation, and conclusion drawing. Examination of the validity of the data used in this study, namely: participation extension, observation persistence, triangulation and peer examination through discussion.

**Result and Discussion**

Student admission is an annual runinity for formal educational institutions (schools). The continuity of the learning activities in the formal education institution (school) environment is strongly influenced by the presence of students *(Gunawan, Setiawan, & Rakhmadi, 2020)*. This is because students are one of the components that must exist in order to create learning activities within formal educational institutions (schools).

Every year it cannot be denied that formal educational institutions (schools) are competing to attract prospective students. However, what every formal education institution (school) needs to think about is how in addition to getting new students according to the available quota, students who enter (register) are of good quality.

SMP Islam Al-Ulum Terpadu Medan in order to improve the quality of its graduates, starting from the admission of new students. SMP Islam Al-Ulum Terpadu Medan, wants students who enter (register) to have good quality. Therefore, SMP Islam Al-Ulum Terpadu Medan in the admission of new students was carried out starting from planning.

**a. Planning for New Student Admissions Activities**

The management of students at SMP Islam Al-Ulum Terpadu Medan, related to the admission of new students, is carried out through the planning stage which is applied through meetings at the beginning of the new academic year. Planning for the admission of new students is made through a meeting at the beginning of the new academic year, aiming to plan how the processes and strategies for admitting new students who will enter the SMP Islam Al-Ulum Terpadu Medan.

The admission of new students at SMP Islam Al-Ulum Terpadu Medan is in its planning stage talking about the formation of a committee for admitting new students. The discussion regarding the formation of the PPDB committee carried out by the SMP Islam Al-Ulum Terpadu Medan in planning the admission of new students, does not seem much different from what was expressed by Safaruddin (2005), that what was done before the admission of new students was to form a committee (team).

The planning made by the SMP Islam Al-Ulum Terpadu Medan in the admission of new students, also talks about time, requirements, systems, procedures for admitting new students, determining the capacity and determining the criteria for prospective students to be accepted. In determining all of this, the SMP Islam Al-Ulum Terpadu Medan is guided by government regulations in this case the Ministry of Education and Culture and the Medan City Education Office, namely: 1) Permendikbud Number 44 of 2019 regarding PPDB; 2) Technical instructions regarding references in the admission of new students; 3) Adjustment to the situation and conditions, which in this case is guided by the Minister of Education and Culture Circular Number 3 of 2020 concerning the Prevention of Covid-19 and Circular of the Minister of Education and Culture Number 4 of 2020 concerning Implementation of Education Policies during the Covid-19 Spread Period .

The selection of student interest candidates carried out by the SMP Islam Al-Ulum Terpadu Medan by creating and placing advertisements in the form of brochures, banners, and posting news on websites or social media about the vision, mission, goals, facilities, infrastructure and excellence of the school. All of that, is a strategy carried out by the SMP Islam

Al-Ulum Terpadu Medan in arousing the interest and enthusiasm of prospective students to enroll in the school. According to Tatang Amirin, the making and placing of advertisements is a strategy that must be carried out in planning the admission of new students (Amirin, 2013).

SMP Islam Al-Ulum Terpadu Medan technically implements two forms of student registration system, which can be done online and can also be done by prospective applicants coming to school directly. Both forms of registration system for prospective students are made for the purpose of making it easier for prospective registrants. Likewise, the selection system and the selection result announcement system are also made online and can be done at school (offline). What material will be tested in the selection test for new student admissions for the SMP Islam Al-Ulum Terpadu Medan, was also planned together at the meeting by the PPDP committee.

The planning made by the SMP Islam Al-Ulum Terpadu Medan in the admission of new students, also discussed the technical acceptance of new student candidates if students wanted to enroll in schools directly. Students who want to register directly to school must follow the established covid-19 health protocol. In this case, the school has planned a special officer in charge of dealing with students who want to register directly to the school.

Planning in the admission of new students carried out by the SMP Islam Al-Ulum Terpadu Medan, related to the quota or the number of students accepted is adjusted to the available capacity. Where in the interpretation that, students should not be more than 32 people in one class for junior high school level. Therefore, if the SMP Islam Al-Ulum Terpadu Medan has five (5) classes for new students, then in the admission of new students, the SMP Islam Al-Ulum Terpadu Medan may not be accepted for more than 160 new students.

**b. Organizing New Student Admissions Activities**

The organization made by the SMP Islam Al-Ulum Terpadu Medan in admitting new students was carried out by determining the duties and functions of each of the PPDB committees. SMP Islam Al-Ulum Terpadu Medan in organizing the admission of new students, some are assigned or function as the person in charge, chairman, secretary, treasurer, public relations and implementing members. Thus, the SMP Islam Al-Ulum Terpadu Medan in organizing the admission of new students determines the parties involved in the admission of new students. The discussion regarding the organization of the design, in the acceptance of new students in the SMP Islam Al-Ulum Terpadu Medan, is in accordance with what George R. Terry (1997) said that in carrying out a certain activity, in this case the acceptance of new students must build a good collaboration. Effective among a number of people in performing tasks according to existing environmental conditions in order to achieve goals.

The distribution of tasks to the PPDB committee is carried out in the admission of new students in the SMP Islam Al-Ulum Terpadu Medan. For example, the committee which functions as public relations, has the duty to publish information related to the news of the opening of registration for prospective students who wish to register at the SMP Islam Al-Ulum Terpadu Medan. The committee, which functions as an IT officer, has the task of making and preparing registration applications, selection and announcements of new student admissions online. Likewise, the committee that functions as registration recipient officer, selection officer, covid-19 health protocol officer in organizing the admission of new students has their respective roles and duties.

Thus, the organization made by the SMP Islam Al-Ulum Terpadu Medan in admitting new students was carried out by determining the duties and functions of each of the PPDB committees. Each party appointed as the PPDB committee in carrying out its functions and duties, works according to the guidelines and rules that have been determined based on a joint decision at the meeting. In carrying out their duties, the PPDB committee is responsible to the

school principal. Then, in the implementation of the admission of new students, the school is always actively coordinating with the Medan City Education Office.

**c. Implementation of New Student Admissions Activities**

The admission of new students at SMP Islam Al-Ulum Terpadu Medan, uses a selection system. The new student admission selection was held with the aim that the prospective students who were accepted were really students who had a good background. The SMP Islam Al-Ulum Terpadu Medan in the admission of prospective students carries out two forms of selection, namely: selecting administrative documents and conducting academic selections (Rifai, 2018).

Administrative selection is carried out at an early stage to see the completeness of the student candidate documents required by the SMP Islam Al-Ulum Terpadu Medan. Furthermore, if prospective students pass the administrative selection, the prospective students can take part in the academic selection. The material tested in the academic selection at SMP Islam Al-Ulum Terpadu Medan, including tests of academic potential, reading tests of the Koran and interviews. With the selection system, it is an effort of the SMP Islam Al-Ulum Terpadu Medan which it is hoped that students who are accepted are students who are truly qualified both in terms of achievement and personality.

Prospective students who wish to register at the SMP Islam Al-Ulum Terpadu Medan perform various stages starting from the prospective students filling out a registration form which can be done at school or online. At this stage prospective students complete the documents paid for by the school, such as attaching a certificate of SD / MI national exam results, attaching a copy of grade V and VI report cards, attaching a photocopy of National Student Identification Number, and attaching a photo size of 3X4 cm. At this stage it is also called the administrative selection stage, because prospective students will be checked for the completeness of the documents which are the requirements for students to carry out the next stage by the PPDB committee.

After the PPDB committee checks the completeness of the documents of the prospective students, the prospective students who pass the completeness of the files (administrative selection) enter the next stage, namely the academic selection stage. At this selection stage, prospective students will be selected by the PPDB committee which is assigned three tests, namely the academic potential test, the Koran reading test and an interview. For the selection of prospective students, the implementation time is carried out according to the predetermined schedule for the acceptance of new students, namely for the first wave the selection time is 16-17 April 2020 and for the second batch the selection time is 15-16 June 2020. The selection process can be followed by prospective students online or coming directly to school, but for the 2020/2021 school year, the selection of prospective students is carried out using an online system. To ensure the selection process for prospective students goes well, the PPDB committee for the SMP Islam Al-Ulum Terpadu Medan has also prepared an IT team and operators to help the process of working on PPDB questions through an android-based application.

After the selection stage was carried out and the results of the selection of prospective students had been obtained, the PPDB committee for the SMP Islam Al-Ulum Terpadu Medan announced the results of the selection through existing websites and social media such as Facebook and Instagram. In addition, the results of the selection were posted on the school announcement board. This is done to make it easier for prospective students to see the results of the selection.

After the results of the selection are known by the prospective students, students who have passed the selection re-register to the administration department, to make school administration payments and take the school uniform given to the syaramah cooperative. After all these stages

are carried out by prospective students, then officially the prospective students who register themselves have become students at the SMP Islam Al-Ulum Terpadu Medan.

All students who have been accepted at the SMP Islam Al-Ulum Terpadu Medan are required to take part in the introduction to the school environment. The school in this case organizes the introduction of the school environment with the aim of introducing the school environment to new students. The introduction of the school environment is a guidance for new students to get to know the school environment they have just entered. The activities to introduce the school environment carried out at the SMP Islam Al-Ulum Terpadu Medan include introducing the school environment, introducing the rules or rules that must be followed, introducing all teaching staff and education personnel, and introducing all development activities (extracurricular) to new students at SMP Islam Al-Ulum Terpadu Medan.

**d. Supervision of New Student Admissions Activities**

The admission of new students in the SMP Islam Al-Ulum Terpadu Medan is supervised in its implementation. The supervision activity in the implementation of the admission of new students carried out by the SMP Islam Al-Ulum Terpadu Medan aims to ensure that the admission of new students goes well in accordance with the results of deliberation and is expected to avoid unexpected deviations (Rifai CW, 2016). . Supervision activities in the admission of new students in the SMP Islam Al-Ulum Terpadu Medan are carried out with two internal and external supervision. Supervision of the acceptance of new students internally is carried out by the school leader (the principal who is assisted by the deputy principal). Meanwhile, supervision of the admission of new external students is carried out by the managerial supervisor of the Medan City Education Office. Internal supervision carried out by school leaders towards the admission of new students in the SMP Islam Al-Ulum Terpadu Medan, is carried out by controlling the performance of the PPDB committee that has been formed. For example, the PPDP committee assigned as public relations received supervision from the school leadership regarding its task in providing information to the community related to the school having opened registration for prospective students, either through brochures, banners, websites and existing social media. The PPDB committee, which is assigned to the IT team and operators, also receives supervision from the school leadership in carrying out its duties. This is so that in the process of accepting new students, the media or website used for registration, selection and announcement of online selection results can run as expected. Likewise with other PPDB committees, all of them are supervised by the school leadership. External supervision carried out on the admission of new students in the SMP Islam Al-Ulum Terpadu Medan, by the managerial supervisor of the Medan City Education Office, is carried out by asking and seeing firsthand the process of implementing new student admissions held by the school.

**e. Evaluation of New Student Admissions Activities.**

In its tradition, the SMP Islam Al-Ulum Terpadu Medan, after the completion of the admission of new students, an evaluation activity is carried out. Apart from internally, the evaluation of new student admissions was carried out by the SMP Islam Al-Ulum Terpadu Medan. The evaluation of the admission of new students was also carried out by an external party, namely the managerial supervisor of the Medan City Education Office.

The activity of evaluating the admission of new students at SMP Islam Al-Ulum Terpadu Medan as mentioned by Stufflebeam and Shinkfield (2007) is a systematic process of investigation, research, investigation, or examination of the value of an object. Thus, the activity of evaluating the admission of new students conducted by the SMP Islam Al-Ulum Terpadu

Medan is an event in order to see the extent of success in the implementation of new student admissions.

Evaluation of the admission of new students at SMP Islam Al-Ulum Terpadu Medan, the discussion is carried out to see at least three things, namely: 1) how the activities for the admission of new students have been carried out; 2) the results obtained from the activity of admitting new students that have been carried out; 3) problems faced by the PPDB committee in carrying out the admission of new students.

The results of the evaluation of the admission of new students, which are carried out by school leaders, teachers, educational staff and the PPDP committee, then if there are solutions to the problems faced by the PPDP committee in carrying out new student admission activities. Furthermore, feedback is carried out in an improvement program. The improvement program from the follow-up on the results of evaluating the implementation of new student admission activities at the SMP Islam Al-Ulum Terpadu Medan is like carrying out repair activities to the system or strategy used to carry out activities for admitting new students in the future.

**Conclusion**

Admission of students in improving the quality of graduates at SMP Islam Al-Ulum Terpadu Medan is carried out every new academic year. Student admission activities are carried out starting by determining the quota of students who will be accepted, forming a committee and determining strategies in carrying out new student admission activities. The student admission activity is carried out by using an administrative and academic selection system, which is carried out in several stages, namely: filling out the registration form, taking the selection exam, seeing the selection results, prospective students who pass the re-registration to the administration section, making school administration payments, and participate in the introduction to the school environment.

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