

# Management of educational facilities

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**Submission date:** 11-Oct-2023 09:27AM (UTC+0700)

**Submission ID:** 2192027811

**File name:** Management\_of\_educational\_facilities.pdf (217.99K)

**Word count:** 5070

**Character count:** 28949

## MANAGEMENT OF EDUCATIONAL FACILITIES AND INFRASTRUCTURE AT ISLAMIC CENTER ISLAMIC BOARDING SCHOOL EL – KISI MOJOKERTO

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### ABSTRACT

<sup>1</sup> This study aims to describe the management of educational facilities and infrastructure as well as the supporting and inhibiting factors at the El-Kisi Mojokerto Islamic Center Islamic Boarding School. The research method uses a qualitative descriptive approach. Data collection through observation, interviews (questions and answers), photo shoots. The results of the research show that the management of educational facilities has been carried out in accordance with the provisions, especially at the stages of needs analysis, supply of goods, distribution, storage and maintenance. Inventory and destruction of goods still require more attention. The first step in the preparation is (1) collecting data on needs and analyzing needs, analyzing needs based on estimated prices / price standards, and determining priorities. (2) provision of facilities is carried out by direct purchase, grants from pilgrims and central government BOS funds, (3) inventory is still done manually, (4) distribution is carried out directly, (5) storage is in warehouses and cupboards in each room (6) maintenance in accordance with standard operating procedures (SOP) by means of routine, periodic, preventive and emergency maintenance. (7) deletion is carried out by throwing items that are no longer used in landfills. Suggestion: when doing an inventory, use an inventory application to make it easier and faster and get more accurate results. For the elimination of means to form a committee and use the minutes.

**KEY WORDS AND EXPRESSIONS:** Management, Facilities, Infrastructure, Education.

### INTRODUCTION

Education is the spearhead of the nation's progress, if the education of a nation is good then the next generation will be good too and the openness of education that is visible, the development and rise of the nation will be increasingly visible. [1] Implementation of education that keeps up with the times can accelerate the pace of education optimally. [2] Education is the most important investment for the nation, especially for developing countries. [3] Availability of adequate, proper and quality educational facilities can determine the success of education in an educational institution both schools and Islamic boarding schools, so that learning will take place interactive, inspiring, innovative, challenging and fun teaching. [4]

Educational institutions require various developments and creativity for the advancement of education and the use of existing learning media for the smooth implementation of quality education which must go hand in hand with the rapid development of science and technology. [5] During the industrial era, the all-digital era in all matters, educational institutions are competing to prepare and organize educational facilities to support the implementation of teaching and learning and increase student motivation to learn. [6] The strategy adopted by educational institutions in achieving their goals includes preparing and completing the required educational facilities. [7] Availability, use and regulation of educational facilities are also the main determinants for achieving effective and efficient teaching and learning objectives. [8]

<sup>1</sup> According to Margi Rahayu [9] Educational facilities are all goods or equipment and supplies that can be used to facilitate the course of learning directly, while educational infrastructure is a learning support tool that can help and facilitate the smooth running of learning indirectly.

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Educational equipment and supplies are one of the educational factors whose existence is always needed in the educational process.[10] Complete facilities and infrastructure alone are not enough to support the teaching and learning process without good management, thus so that the quantity and quality of educational equipment and supplies can continue to be used for a long time or last, it is necessary to properly care for educational facilities [11] Management of goods and equipment and equipment is a collaboration in managing all educational facilities quickly, precisely and efficiently [12]

Management of educational facilities is a series of activities that are prepared and pursued in a planned and serious manner as well as with continuous direction towards improving educational facilities so that they are not constrained and run smoothly during learning. This management is carried out in order to achieve the educational goals that have been set quickly and right [13] The management of these educational facilities will accelerate and support the implementation of education to achieve predetermined learning, therefore it is carried out correctly and seriously with the provisions and meaning of managing educational facilities [14] The management of educational facilities and infrastructure in general consists of seven main activities, namely: planning, procurement, distribution, inventory, maintenance, storage and elimination of educational facilities and infrastructure.[15]

In line with previous research in the journal Rinalah. R 2021,[16] Restika Manurung 2020, [17] and Ach Nurholis Majid 2018 . [18] which examines the management of educational facilities and infrastructure in terms of general management functions consisting of planning, organizing, implementing, and abbreviated supervision (POAC) while researchers examine it in terms of managing facilities and tools educational support with seven main activities which include: preparation, provision, storage, recording, delivery, maintenance, and destruction which refers to the theory of Matin and Fuad N. According to observations of researchers in the field of Islamic Center Islamic Boarding School El-Kisi Mojokerto is a foundation that is Inside there are Islamic boarding schools and schools that have adequate educational facilities, but from the results of an interview with one of the staff in the Islamic boarding school facilities sector, he said that the inventory was still being carried out manually and that a special committee for deletion had not been formed in the removal of facilities and had not used the award ceremony report. pus.

Based on the explanation above, the researcher wants to find out more and will conduct research with the main problem: how to manage educational facilities and infrastructure and their supporting and inhibiting factors. The purpose of this study is to describe the management of learning support facilities and tools as well as the supporting and inhibiting factors managed by the El-Kisi Mojokerto Islamic Center Islamic Boarding School.

## METHOD

The type of research used is descriptive qualitative which tries to tell problems based on data, but also presents data, analyzes and interprets it.. [19] The research location is at the El-Kisi Mojokerto Islamic Center Islamic Boarding School, Jln. Trawas - Mojosari , Pungging District, Mojokerto Regency.

Collecting data in this study by means of observation (observation), question and answer (interview), as well as by photographing (documentation). Researchers observed directly at the El-Kisi Mojokerto Islamic Center Islamic Boarding School. Data collection was carried out by means of question and answer with officers who handle educational equipment and supplies with the help of prepared questions so that the data obtained is more organized and systematic. While documentation is used to obtain additional information, archives, photos of activities and other necessary data. [20]

Data analysis was carried out by researchers through three stages, namely (1) carrying out data reduction, namely the stage of collecting and selecting data that can be used with unused data. (2) Appearance (display) or presentation of data, namely compiling data into information that is displayed in a descriptive sentence. (3). Draw conclusions and verify data that has been processed..[21] In order to obtain precise and correct conclusions in this study, researchers checked the accuracy of the data by using source triangulation and technical triangulation .[16]

## RESEARCH RESULTS AND ANALYSIS

The results of observations and interviews and shooting of researchers, Islamic boarding schools have facilities and infrastructure including: facilities that have tables, chairs, cupboards, bookshelves, teaching aids, textbooks, enrichment books, consumable books, manuals and references, consumables wear, hardware and software. The existing infrastructure includes: classrooms/study, leadership, teachers, administration, UKS, counselling, library, circulation, games, student orientation, laboratories (biology, physics, chemistry, computers, and language), places of worship, rooms showers, toilets, warehouse storage areas, and sports areas, extra-curricular activities, cooperatives, and workshops. Based on these data, the educational facilities at the El-Kisi Islamic boarding school are in accordance with the attachment to PP Mendiknas Number 24 of 2007 dated June 28, 2007, regarding standards of educational facilities and infrastructure. [22]

### A. Educational Facilities and Infrastructure Management

#### 1. Needs Planning

The initial step taken by the El-Kisi Mojokerto Islamic Center Islamic Boarding School in planning facilities and infrastructure activities was the formation of a committee with a decree by the principal under the supervision of the foundation. The committee consists of the head of facilities and infrastructure, deputy chair of the field, secretary, treasurer of facilities and infrastructure and a maintenance team consisting of 5 people. So the management of learning support facilities and tools is handled by 9 (nine) personnel.

The preparatory stages carried out in determining the need for PP facilities at the Islamic Center El-Kisi Mojokerto are: First, collecting data on facilities and infrastructure that will be used to analyze the required needs. Second, analyzing needs and compiling a price list for goods based on estimates of available funds and agreed upon by the principal and chairman of the foundation. The implementation of this activity was during a working meeting of the school principal with the chairman of the foundation, and was attended by the management team for facilities and infrastructure, administration, and the teacher council with the intention of discussing all matters to improve the school, one of which was the preparation of educational support facilities and tools with activities that would done.

In the needs analysis stage, it is necessary to determine the priority scale. Third, determine the priority scale of procurement based on available funds and the urgency of needs. This needs analysis is the first step in managing educational support facilities and equipment in carrying out activities to provide facilities through several stages based on a joint decision, and this preparatory step is carried out to meet the needs for supporting facilities and equipment. [23]

This preparation for determining the need for educational facilities is useful for (1) making it easier to determine goals, (2) as a foundation for determining the next step (3) reducing doubts (4) implementing instructions in supervision, control and evaluation so that activities run effectively and efficiently (Ma'sum T). Things that need to be considered in preparing for the provision of educational facilities are: a) Collecting data on needs based on needs analysis, b) Compiling a list of estimated prices for the items needed based on standards agreed between the school principal and the leadership/foundation. c) Determine priority scale of procurement based on existing costs and urgency of needs. [24]

Based on observations and questions and answers, the results of research and existing references show that preparations for the management of learning support facilities and tools at the El-Kisi Mojokerto Islamic Center Islamic Boarding School have carried out preparatory activities for the provision of educational facilities based on existing provisions.

#### 2. Procurement

The results of the interview with the secretary of Islamic Center El-Kisi Mojokerto Islamic boarding school facilities explained that every procurement must have a proposal even though it has



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been planned in the RKAS (School Budget Activity Plan) then submitted to the leadership of the foundation. Determination of the provision of educational facilities is determined at the time of the work meeting which is held at the beginning of the school year.

At the El-Kisi Islamic Center Islamic boarding school, the provision of learning facilities is carried out in three ways, namely: by purchasing, grants from congregations and from the government. According to the researcher's observations, the learning facilities owned by this cottage are in accordance with the standards of educational facilities and infrastructure listed in the Government Regulation of the Republic of Indonesia Number 19 of 2005 Chapter VII Article 42, all of which are available and in accordance with the requirements required.[22]

Provision of learning support facilities and tools is a follow-up activity from the results of planning the need for appropriate and measurable facilities and infrastructure which starts from the proposed needs plan that has been determined and carried out based on a budget plan approved by superiors and based on existing funding sources and adjusted to the priority scale.[25]

The function of the activity of providing educational facilities is to organize and organize the fulfillment of needs according to the specifications of the desired goods. [26] The objectives of providing educational facilities are (1) Striving for the provision of educational facilities in a good and thorough manner. (2) Trying to use the appropriate facilities. (3) Ensure that it is always in good condition and safe to use .[27]

The way to provide educational facilities is by: a) Dropping from the government to schools. b) Direct purchase means that the facility is purchased directly from the seller in accordance with applicable regulations. c) Donations from student guardians or submit proposals for assistance to non-binding social institutions. d) Make it yourself by students or teachers. e) Receiving grants or assistance from other parties, and f) renting or borrowing. f) Recycle.[13]

Based on the theory above and the results of the interviews, as well as the results of observations and documentation that the researchers obtained at the El-Kisi Islamic Center Islamic boarding school, starting from the process of providing educational facilities to their implementation, which was carried out in three ways, namely purchasing, grants from congregations and there those from the government (Central BOS), as well as the completeness of existing facilities that meet the provision standards.

### 3. Inventory

Implementation of the inventory of educational facilities at the El-Kisi Islamic Center Islamic Boarding School, the principal is responsible to the foundation. The inventory is carried out by administrative officers with the team. Broadly speaking, existing facilities are classified based on the year of purchase, type of material and based on available space. The inventory is carried out starting from the arrival of the goods after procurement until the goods are distributed or stored as stock items. All incoming goods will be recorded in the facility acceptance book and entered into the class book and recorded and entered into the class/inventory master book. recorded and coded to facilitate control and to facilitate supervision.

An inventory of consumables is carried out in a notebook and every time an expense is recorded in a stock book so that the remaining items can be easily identified. At the El-Kisi Islamic boarding school, inventory work is still done manually and does not yet have an application and the implementation is still not routine, so that sometimes it can hinder other activities. For example, if there is supervision at any time it will make it difficult for the leadership, and it cannot be used as a control tool because this inventory is sometimes done in an orderly and continuous manner.

Inventory of educational facilities is the activity of recording goods into an inventory list in accordance with the provisions. Educational institution inventory items are state property managed by educational institutions. [15]The purpose of the inventory is to: (1). Security and managing in orderly administration. (2). Reducing or saving costs in providing and maintaining and destroying facilities (3). Simplify supervision and control (4). Implementation instructions or guidelines in calculating wealth.

Inventory steps are the implementation of inventory administration activities into: (1) inventory master book, (2) inventory class book, (c) non-inventory record book, (4) quarterly report list, inventory mutation, list recapitulation of inventory items. [28] There are two functions inventory function. (1) As control of goods by including the code/sign of goods, type of goods, origin of goods, quantity of goods, time of purchase of goods, mutation, source of budget and information. Second, to provide supervision of the facility by checking the inventory book and checking the facilities in the book, whether they match the items available. [29]

From the results of observations and documentation carried out by researchers and questions and answers with maintenance staff who assist administration, it was stated that the inventory at this pesantren needs to be equipped with more adequate facilities, an inventory application is provided so that it can simplify the process and produce more accurate data. In accordance with the inventory function, if the administration at the pesantren is carried out properly, routinely and completely, then this inventory can facilitate checking, as well as basic material for future planning and can function as control and supervision so that it is easier and faster to find out if something goes wrong. undesirable.

#### 4. Distribution

The distribution of learning support facilities and tools at the El-Kisi Islamic Center Islamic Boarding School is held by the vice chairman of facilities and infrastructure as the person in charge of distributing the facilities and is assisted by a maintenance team consisting of five people. The method of implementing the distribution of goods always refers to the three distribution steps. The initial step taken was to allocate the goods and notify the person in charge of the goods in each room about the distribution of the goods along with the details of the goods and the delivery/distribution time. The next step is that the goods are divided/sent according to the allocation by the maintenance officer/team. The third step is handing over the goods to the person in charge of the room. At the time of handover, the person in charge of the room checks, examines and checks the goods whether the specifications of the goods are in accordance with the allocation of the goods. If it is appropriate, the goods are received and the person in charge of the room signs the goods acceptance letter.

Distribution, namely the activity of distributing goods from the person in charge of the goods to the person in charge of storage in management units or people who need the goods. Three things must be considered in shipping or distribution, namely: (1) the accuracy of the goods sent, both the type and quantity with the goods ordered, (2) the accuracy of the delivery target and (3) the accuracy of the condition of the goods being distributed must be in good condition. Distribution can be said to be running effectively, if the distribution can meet several distribution bases that need to be considered, namely: accuracy, speed, security, and economy [30]

Three main activities must be carried out so that the distribution really reaches those who are entitled to receive: namely: 1). Allocating goods. This is very useful to avoid wastage. There are at least four main aspects that need to be considered in preparing the allocation, namely: who receives the goods, time (when the goods are sent and when the goods arrive), the type of goods (what goods are sent) and the amount of goods (how many goods are sent) .2) Delivery of goods. In the delivery of goods many things that must be considered, among others, are; how to deliver, pack, load, transport and unload goods. 3) Delivery of goods. After the goods arrive at the destination or arrive at the second party (recipient of the goods), the recipient must examine, examine and check the goods. [31]

In general, from the observations and interviews of researchers with the staff of the goods sender, the implementation and steps taken are in accordance with the theory above so that the distribution of facilities and supporting tools at the El-Kisi Islamic Center Islamic Boarding School is quite good and smooth according to the procedures in place. cottage with the theory presented in the cottage with the theory presented,

#### 5. Maintenance

Pondok Pesantren Islamic Center El-Kisi Mojokerto carries out maintenance activities based on existing SOPs (standard operating procedures), which are guided by applicable Government Regulations. The method of maintenance carried out is time-based maintenance and what has been carried out so far is routine maintenance, periodic maintenance, and preventive and emergency maintenance when needed. In addition, it also performs maintenance on request if there is a report from a related party that requires it. Routine maintenance that is carried out at PP Islamic Center El-Kisi Mojokerto is maintenance that is carried out every day such as cleaning the room, glass of drains/latrines and others. Maintenance of educational facilities must always be carried out continuously so that these facilities look clean, neat, beautiful and durable, as well as showing that the facilities seem maintained/maintained and can be used at any time.[32]

Periodic maintenance is maintenance that is done from time to time but routinely, for example painting walls, fences, chairs, furniture, repairing roof tiles, replacing damaged ceilings.[33] Maintenance or repair of facilities that are carried out unscheduled or poorly maintained means that these facilities are classified as facilities that do not support improving the quality of education. [34] Preventive maintenance is also carried out for prevention to be carried out regularly with the intention that the facility will not be damaged and can function properly when used / used. For example by way of oiling, tuning, replacement of parts, calibration, and checking. Maintenance of educational facilities is intended to ensure that these facilities are always in good and well-maintained condition and ready to be used in good and smooth condition, thus facility maintenance must be carried out regularly, scheduled and continuously.[35]

#### 6. Storage

There are two types of storage for learning support facilities and tools at the El-Kisi Islamic Center Islamic Boarding School, namely in warehouses and in cupboards/racks.

Warehouse :

The person in charge of the warehouse is: vice chairman of educational facilities and infrastructure.

Warehouses are used to store goods in large quantities. Usually, after procurement and goods arrive, they are stored in the warehouse before the goods are distributed (for goods that have just arrived, both from purchases and grants).

Cupboards and shelves

Means that have been distributed to rooms will be stored in cupboards and some are on shelves if the goods have not been used

The persons in charge of the items in the room or class are: the person in charge of each room or class (the homeroom teacher of each class).

#### 7. Deletion/Deletion

The way to destroy educational facilities at PP El-Kisi is: if there is damage, the person in charge of the goods in the room reports it to the vice chairman of facilities and infrastructure, then the goods are inspected by the maintenance team. If the damage is severe and cannot be repaired, the item is discarded without an official report being made and if it is minor or can still be repaired, the item will be repaired. So it can be concluded that the activity of removing goods in this hut has not followed the existing procedures or is not standard.

Destroying educational facilities is an activity with the intent and purpose<sup>1</sup> of removing these items from the inventory list, because they can no longer be used and are not useful for the benefit of implementing learning (Mardita N) with the aim of (1) Reducing the duties and responsibilities of carrying out an inventory (2) Minimize expenses and reduce expenses for maintenance of problematic facilities. 3) Removing goods from administrative records and removing the burden of maintenance and security duties. (4) Freeing a place or land from items that can no longer be used.

There are two ways to destroy inventory items, namely by auction and by destruction. Destruction by auction means destroying inventory items by selling them. The second method is



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elimination by destroying inventory items. The procedure for extermination is by forming an extermination committee first, then the committee selects which items can be deleted and which cannot. Furthermore, the team will determine the time, as well as conduct research on the items to be deleted and propose a letter of decision on deletion to the leadership, and the last step of deletion / destruction is witnessed by local officials and the goods are destroyed by burning, burying or in other ways.[36]

The destruction of unused educational facilities at the El-Kisi Islamic Center Islamic Boarding School in terms of the aims and objectives in the theory above is appropriate so that it can be said to be appropriate, but the steps/procedures for the destruction are still incomplete. Deletion should be carried out according to the procedure, starting with data collection on facilities that are damaged or not/inadequate and forming an extermination committee, then the committee conducts research and checks, and if it is appropriate then the destruction is carried out witnessed by local officials and the signing of the minutes.

#### B. Supporting and Inhibiting Factors

Factors supporting the implementation of activities in handling learning support facilities and tools are the existence of an implementing team that handles learning support facilities and tools that work well and are organized according to their duties and functions and work wholeheartedly. In addition, it is also supported by adequate funds, of course, with due regard to the priority scale. While the inhibiting factor is inventory which is still done manually

#### CONCLUSION

Management of educational facilities and infrastructure with seven main activities consisting of: needs planning, procurement, inventory, distribution, maintenance, storage and deletion at the El-Kisi Center Islamic Boarding School in general has been carried out in accordance with the provisions, except that the inventory and deletion are still need attention. Supporting factors in the implementation of the management of facilities and learning support tools are the existence of a field implementation team that is well organized and performs tasks according to their functions and works wholeheartedly. In addition, it is also supported by adequate funds, of course, while still paying attention to the priority scale. Meanwhile, the inhibiting factor is inventory which is still done manually.

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