

IMPLEMENTATION OF STUDENT MANAGEMENT AT MA MA'ARIF 04 KALIREJO LAMPUNG TENGAH

Uswatun Hasanah

Tarbiyah and Teaching Faculty of Raden Intan UIN Lampung
uswatun.hasanah@radenintan.ac.id

Abstract

This study discusses the students' management of activity programs at MA Ma'arif 04 Kalirejo, central Lampung. Data collection was done by using interview, observation and documentation. This is a kind of a field research by using descriptive-qualitative approach. Sources of research data included representatives of the madrasa vice principal of student affairs, teachers and administrative staff. The result shows that the management implementation of students in MA Ma'arif 04 Kalirejo, Central Lampung has been carried out well. This can be seen from the existing indicators regarding student management, namely: analysis of the needs of students, recruitment of students including formation of the committee, formulating registration requirements, dissemination of information, providing form registration, registration and registration, selection of students, orientation, grouping of students, coaching and development of students including discipline of students, extra curricular activities, guidance and counseling, special services, recording and reporting, as well as graduates and alumni.

Keywords: Management, Students, Activity Program

INTRODUCTION

Implementation is a series of activities in order to deliver policies in learning so that the policy can bring results as expected. From the description that bias we understanding that implementation something application or member innovation impact or effect to something.

Education is an absolute necessity, for every nation it concerns the future of the nation. It means that a nation situated on the progress in human quality and improvement in human quality only can be fostered through education. The purpose of education is to improve the quality of human resources and one of the conscious efforts to improve the quality of human resources itself is through the learning process in schools. The quality of educated human resources is certainly different from those who are not educated. As confirmed in the following verse of the Qur'an Az-Zumar verse 9, meaning that:

(are you a more fortunate idolatrous) or is it the person who worships at times in the form of being and being independent, sad to fear (the punishment) of the Hereafter and hoping for the grace of his Lord? Say: "Are there people who know people who don't know?" Truly, the one who understands can learn.

The Law No. 20 of 2003 concerning the National Education System explains that education is a conscious and planned effort to realize the learning atmosphere and the learning process so that students develop their potential to possess spiritual, religious, self-control, personality, intelligence, noble character, and skills needed, community, nation and country.

The main component from the education process is school/madrasa and participants student. Madrasa is the place ongoing coaching process to the students through learning. Madrasa is expected to provide the widest possible space for students to develop their potential, good at developing mindset (cognitive), effective (attitude), psychomotor (skill). The success of an education through the learning process in madrasas is strongly influenced by the management of education. For that the quality of madrasah implementation needs to be supported by the availability of services to students who are adequate and adequate in quantity and quality. Considering that madrasa education continues to experience change and development, the management of students in

these madrasahs need to innovate according to changes and developments, so that the management activities of students can support the implementation of madrasah programs and the achievement of educational goals in general.

Students are people who have the choice to pursue knowledge that is in line with their future aspirations and hopes. Abu Ahmadi argued that students are human figures as individuals (whole people). Individuals mean "people who do not want to depend on others, in the sense of truly a person who determines himself and is not forced from the outside, has his own qualities and desires".

Oemar Didik said that students as a component of input in the education system, is then processed in the education process, so that it becomes a quality human being in accordance with the goals of national education. Such student at any academic year will get their rights to obtain a good education. Here are the rights of every learner they can get:

1. Religious education in accordance with the religion adopted and offered by religious educators.
2. Services by education that are appropriate to their talents, interests and abilities.
3. Scholarship for those who excel and whose parents cannot afford their education.
4. Fee for those whose parents cannot afford their education.
5. Education programs on other equivalent education pathways and units.
6. Accomplishment an educational program in accordance with the pace of each study and not deviating from the stipulated deadline.

As an effort to fulfill the rights of students above, the madrasah is obliged to apply the management of students well. Management of students or *personnel administration* according *Knezevich* is a service that is focused on the regulation, supervision and service of students in the classroom and outside the classroom such as: introduction, registrations, individual services such as the overall development of abilities, interests, needs until it is mature in school.

The management of students can also refer to the students' work or recording activities from the admission process until the time the students leave school because they have finished attending the school. The management of students is an effort to regulate students, starting from the students entering school until they graduate. Management of students is also an effort to provide the best

possible service to students from the time of admission to the time when students leave the educational institution (madrasa) because they have graduated / graduated from attending the education institution (madrasa).

In the end all activities in school / madrasah are aimed at helping students to develop themselves. The effort will be optimal if the students themselves are actively trying to develop themselves in accordance with the programs carried out by madrasahs. Therefore, it is very important to create conditions so that students can develop themselves optimally. Thus, the management activities of the students are not only in the recording of students, but include broader aspects, which can be operationally used in helping smooth the growth and development of students through the education process.

In implementation management participants student there is indicate implementation activities management participants students, according to book Management Education the work of the Lecturer Team Administration UPI education mentioned that:

1. Analysis Needs Participants Educate
2. Recruitment Learners
3. Selection Participants Educate
4. Orientation
5. Placement Participants Educate
6. Coaching and Development Participants Educate
7. Recording and Reporting
8. Graduation and Alumni

Table 1
Activity Management of Students at MA Ma'arif 04
Kalirejo Central Lampung

No	Indicator of Student Activity Management	Done	
		Yes	No
1.	Students Need Analysis	✓	
2.	Recruitment of Students	✓	
3.	Selection of Students		✓
4	Orientation	✓	
5.	Placement of Students	✓	
6.	Coaching and Development of Students	✓	
7.	Recording and Reporting	✓	
8.	Graduation and Alumni	✓	

Source: Results of Pre-Survey MA Ma'arif 04 Kalirejo Central Lampung

Based on the results of the presurvey at MA Ma'arif 04 Kalirejo, Central Lampung, it was obtained an illustration that the implementation of Students management had not run well and had not been implemented optimally. This can be seen from a number of indicator points that are performed poorly, such as the analysis of the needs of students, the selection of students, placement of students, training and development of educational participants.

The management activities of students are an important part that must be considered in the implementation of educational activities in madrasahs. The students 'management activity programs that are held must be based on interests, considerations and enhancement of students' cognitive, effective and psychomotor abilities and in accordance with the wishes, talents and interests of students. Procurement of student management activities is expected to produce quality output.

Based on the background of the above problems, the formulation of the problem in this study focuses on how to implementation of student management at MA Ma'arif 04 Kalirejo Central Lampung. Meanwhile the research aims to determine the implementation of the management of learners in MA Ma'arif 04 Kalirejo Central Lampung.

LITERATURE REVIEW

Implementation of Student Education Management in Madrasah Aliyah

According to Nurdin Usman in his book entitled Context of Curriculum-Based Implementation presents his opinion regarding implementation or implementation as follows: "Implementation is geared towards activities, actions, actions, or the existence of a system mechanism. Implementation is not just an activity, but a planned activity and to achieve the objectives of the activity "

Management comes from Latin, which is the origin of the word *manus* which means hand and *agere* which means doing. The words are combined into a verb *managere* which means handling. *Managers* are translated into English in the form of verbs *to manage*, with noun *management*, and *managers* for people who carry out management activities. Finally *Management* is translated into Indonesian into management or management.

Management of students is a combination of the words of management and students. The term management has many meanings, depending on the person who interpret it. Management of students is a combination of the words of management and students. Etymologically, the word management is a translation of *management* (English). This word comes from Latin, French and Italian, namely *manus*, *mano*, *manage* / *menege* and *maneggiare*. Meanwhile, according to experts like, Terry defines management as achieving a predetermined goal through the efforts of others.

Andrew F. Sikula stated that management is generally associated with activities of planning, organizing, controlling, placing, directing, motivating, communicating and making decisions by each organization with the aim of coordinating various resources owned by the company so that a product or services efficiently.

From some of the opinions above it can be understood that management is a series of activities to plan, organize, direct, control and develop all efforts in regulating and utilizing human resources, facilities and infrastructure to achieve organizational goals that have been set beforehand.

Hamalik also added that students are a living organism, within themselves a variety of potential possibilities that live and develop. Management of students is an effort to regulate students, starting from the students entering school until they graduate. Management of students is an effort to provide the best possible service from the time of admission to the time when students leave the educational institution (school / madrasah) because they have graduated / graduated from the madrasa.

Some experts define student management as stated by *Knezevich* meaning that student management or *personnel administration* is a service that focuses on the management, supervision and services of participants in the classroom and outside the classroom such as: introduction, registration, individual services such as the overall development of abilities, interests, needs until he is cooked in the madrasa.

The management of students shows the students' work or recording activities since the admission process until the time the students leave the madrasa because they have graduated / graduated from studying at the madrasah. Student management can also be interpreted as a process of managing all related matters with students in a madrasa ranging from planning, student admission and coaching that

is carried out as long as students are in the madrasah, until students complete their education in the madrasah.

The management of students can also be interpreted as an effort to regulate students starting from the students entering the madrasa until they graduate. Which is regulated directly and indirectly. The arrangement of other aspects besides students is intended to provide the best possible service to students. Thus the management of students is interpreted as an arrangement and provision of services to students starting from the students entering until students complete their education in madrasas or educational institutions.

Fundamentals of Student Management

Sequentially, the management of students has the following legal basis:

- a. The opening of the 1945 Constitution of the Republic of Indonesia mandates that the Government of the Republic of Indonesia must be able to protect the entire Indonesian nation and all of Indonesia's bloodshed and to promote public equality, educate the life of the nation and participate in carrying out world order based on independence, lasting peace and social justice.
- b. Likewise in the 1945 Constitution of the Republic of Indonesia, the government mandates that every citizen must attend 9 years of basic education and the government must pay for it.
- c. The Government endeavors and organizes a national education system that enhances faith and devotion to God Almighty and noble character in the framework of educating the life of the nation which is of course regulated in law.
- d. And the national education system must be able to ensure equal opportunities for education, improve quality and relevance and efficiency of education management to face challenges in accordance with the guidance of changes in local, national and global life so that it needs to be carried out in a planned, directed and continuous education reform.

Student Management Objectives

The general purpose of student management is to organize the activities of students so that these activities support the learning process in educational institutions (madrasas) further, the learning process in madrasas can run smoothly, orderly and regularly so that it can contribute to the achievement of madrasah goals and overall educational goals.

The specific objectives of student management are as follows:

- a. Increase students' knowledge, skills and pre-motivation.
- b. Channel and develop the general abilities (intelligence), talents and interests of students.
- c. Channel aspirations, hopes and meet the needs of students
- d. With the fulfillment of all of the above, students can achieve happiness and welfare that can further study well and achieve their goals.

Student Management Functions

The management function of students in general is as a vehicle for students to develop themselves optimally as possible both with regard to aspects of individuality, social, aspirations, needs and other potential of these students. In order for students' management functions to be achieved, there are several principles that need to be considered in their implementation.

The management functions of students are specifically formulated as follows:

- a. Functions that relate to the development of the individuality of students, are that they can develop the potentials of individuality without much obstruction. These innate potentials include general abilities (intelligence), special abilities (talents) and other abilities.
- b. The function with regard to the development of social functions of students, is that students can develop socialization as much as possible, parents and their families, the social environment of the school and the community. This function is related to the nature of students as social beings.
- c. The function with regard to channeling the aspirations and expectations of students is that students are channeled into their hobbies, fun and interests. Hobbies, pleasures and interests of such students deserve to be channeled. Therefore, it can also support the overall development of students.
- d. The function regarding the fulfillment of the needs and welfare of students is that the students prosper in their lives. Such prosperity is very important because then he will also think about the welfare of his peers.

From the management function of the students above, it can be seen that the management function as a vehicle for students to develop as much as possible, both with regard to individuality, loyalty, aspirations, needs and potential. Learners' management functions are

not just managing student data before entering into the desired school students but also records everything related to the needs of students.

Principles of Student Management

The principles in question are as follows:

- a. In developing a participant management program, implementation must refer to the regulations that apply when the program is implemented.
- b. Management of students is seen as part of the overall management of students. Therefore it must have the same goal and support the overall management objectives of students.
- c. All forms of management activities of students must carry out the mission of education and in order to educate students.
- d. Management activities of students must be endeavored to unite students who have diverse backgrounds and have many differences. The differences that exist in students are not directed to the emergence of conflict between them but rather to unite, understand and respect each other. So that students have the means to develop optimally.
- e. The management activities of students must encourage and refer to the regulations for student coaching.
- f. Management activities of students must encourage and encourage the independence of students. The principle of independence will be useful not only when you are in school, but also when you have entered the community.

Management activities of learners must be functional for the life of learners, both methods used in collecting data is descriptive method that is designed to elicit information management implementations tentang learners in MA Ma'arif 04 Kalirejo Central Lampung. The approach used is a qualitative approach. The type of research used in this study is qualitative research, research used to examine natural objects. Data retrieval in this study is done naturally, as is in normal situations that are not manipulated by the conditions and conditions. This research is a descriptive research.

- g. d school, especially in the future.

With thereby activities participants student must be strived for unite participants students who have miscellaneous variety background back and have many difference. Activities are seen as arrangements for guiding students, encouraging and encouraging students' independence. These activities will make

students independent not only when they are in madrasas, but also when they have entered the community.

RESEARCH METHOD

Research Data Sources

What is meant by the data source in this study is the subject from which the data is obtained. If the researcher uses a questionnaire or interview in the data collection, then the data source is the respondent, namely the person who responds or answers the research questions, both written questions and oral questions . The data taken in this study is data regarding the implementation of management of students in MA Ma'arif 04 Kalirejo, Central Lampung.

The data source consists of two types: primary data sources are data sources that directly provide data to data collectors. In this study, the primary data sources obtained by researchers were: the results of interviews with the deputy head of madrasah in the field of student affairs, teachers and administrative staff MA Ma'arif 04 Kalirejo, Central Lampung.

Secondary data sources are sources that do not directly provide data to data collectors, for example through other people or documents . Secondary data sources obtained by researchers are data obtained directly from parties related in the form of school data and various literatures relevant to the discussion, such as documents of Student Management at MA Ma'arif 04 Kalirejo, Central Lampung. From the explanation of the theory, the writer can determine the source of this research: Madrasah Head ; Teachers and Learners

In a qualitative research, data collection is done in a natural setting. Primary data sources and more data collection techniques on participant observation, in-depth interviews and documentation .

Table 3
Data Collecting Methods

No.	Indicator	Data source	Method	Instrument
1.	Student Management at MA Ma'arif 04 Kalirejo Central Lampung	a. Deputy Head of Madrasah for Student Affairs b. Teacher c. Administration Staff	a. Observation b. Interview c. Documentation	a. Checklist b. interview guidelines

Data collection in this study used observation, interview and documentation methods.

Observation

Observation method is defined as a systematic observation and recording of symptoms that appear in the object of research. In this observational study is needed to understand the process of the interview and the interview can be understood its contexts. Observations made are observations of subjects, subject behavior, during interviews, interaction of subjects with researchers and matters that are considered relevant so that they can provide additional data on the results of the interview. According to Sutrisno Hadi in the book Sugiyono's educational research method, observation is a complex process, a process composed of various biological and psychological processes. Two of the most important are the processes of observation and memory. The author acts as a neutral and objective observer, the form of observation that the author applies is Non-Participant Observation in which the researcher does not take pro-active action in observation when the research takes place. The things that will be observed are about the Management of Students at MA Ma'arif 04 Kalirejo, Central Lampung.

Observation techniques were carried out at MA Ma'arif 04 Kalirejo, Central Lampung to obtain data about the management role of students. As for this observation, it was carried out on madrasa heads, teachers and students.

Interview

Interview method is a data collection or information tool by asking a number of questions orally to be answered orally as well. The interview guide is used to remind the interviewer about what aspects should be discussed, as well as a *check list*, whether the relevant aspects have been discussed or asked. With such guidelines the interviewer must think about how the question will be explained concretely in a question sentence, while adjusting the question in the actual context during the interview.

Judging from the implementation, the author uses a guided free interview model, which is a "combination of free interviews and guided free interviews", where the interviewer is free to ask anything but also what data will be collected by bringing a series of questions, and trying to create a relaxed atmosphere but stay serious and earnest. This

method the author uses to interview the heads of madrasas, teachers and students to obtain data on student management at MA Ma'arif 04 Kalirejo, Central Lampung.

Documentation

Documentation method is looking for data about things in the form of notes, books, transcripts, newspapers, ledger, agenda and so on. The documentation method is a method of collecting data sourced from documents or records of events that have occurred. The data collected through the documentation method in this study is a brief history of the establishment of madrasas in MA Ma'arif 04 Kalirejo, Central Lampung, student list, list of employees, facilities and infrastructure, vision and mission, organizational structure, and other documents with regard to this research. So the documentation method is a method of collecting or collecting data by collecting written evidence, print, pictures, and so on.

Data analysis

Data analysis is the process of sorting data, organizing it in a category pattern from the basic description unit so that it can find working themes and hypotheses. Analysis in the study, carried out at the time of data collection took place and after completion of data collection in a certain period, at the time of the interview, researchers had conducted an analysis of the answers interviewed. Melis and Humberman suggested that the activities in qualitative data analysis were carried out interactively and continuously to complete, so the data is saturated.

The steps applied by researchers in analyzing the data are data reduction, data presentation and drawing conclusions made during and after the research.

1. Data Reduction

Data reduction is a process of coaching, concentration, attention, abstracting and transformation of rough data from the field. Reducing data means summarizing, choosing things that are focused, important in research, thus data that has been reduced will give a clearer picture and make it easier for researchers to collect further data.

This process takes place from the beginning to the end of the research during the research. Its function is to sharpen, classify, direct, dispose of unnecessary, and organize so that interpretation if drawn which is adjusted to relevant data or data that is suitable with the

purpose of data collection in the field needed to answer the problems in the research.

1. Presentation of Data

Data presentation is a collection of structured information that members are likely to draw conclusions and take actions, which are presented in the form of narrative texts, matrices, networks, and charts. The aim is to facilitate reading and drawing conclusions.

2. Data Verification and Conclusions

Verification and drawing conclusions are the third part of data analysis activities. So even though the data has been presented in a language that can be understood, it does not mean the data analysis has ended but it still has to be drawn conclusions and verification. The conclusions are expressed in the form of a short statement as research findings based on the data that has been collected so that the meaning is easily understood.

RESULTS AND DATA ANALYSIS

Based on the results of the interview with Mr. Syaeful Rahman, S.TP as the deputy head of the madrasa in the field of student affairs, some information concerning the implementation of management of students in MA Ma'arif 04 Kalirejo Central Lampung can be elaborated as follows:

1. Student Needs Analysis

Based on the results of interviews with the deputy head of the madrasa in the field of student affairs MA Ma'arif 04 Kalirejo, Central Lampung, that prior to analyzing the needs of students, there was always a meeting in advance with all the teacher councils and staff of MA Ma'arif 04 Kalirejo Lampung Tengah to plan students who will be accepted. Because with the acceptance meeting of prospective students everything can be thought through carefully. With the attendance meeting of these students, there are many things that will be faced in the management of students that have been previously estimated. However, in the prospective participants' acceptance meeting in bikini, the number of students who will be accepted and not determined is also determined. This is because the interest of prospective students towards madrasah aliyah is still lacking, prospective students are more likely to continue their education to Vocational High Schools (SMK). However, MA Ma'arif 04 Kalirejo in Central Lampung provides 5 classrooms for class X (ten) and because of the many competition in private schools in the Kalirejo area and its surroundings. So that the students' admission at

MA Ma'arif 04 Kalirejo Central Lampung is only sufficient for three classrooms only.

2. Student Recruitment

Recruitment of prospective students is based on the results of the analysis of the needs of the students who have been determined. There are several stages in the recruitment of new students at MA Ma'arif 04 Kalirejo, Central Lampung, as follows:

a. Establishment of student admissions committee

The student admissions committee at MA Ma'arif 04 Kalirejo, Central Lampung consists of: the deputy head of the madrasah in the field of student affairs, teachers and administrative staff.

b. Formulate the requirements of prospective students

The requirements of prospective students at MA Ma'arif 04 Kalirejo, Central Lampung include: Fill in the registration form, submit 3x4 photo passages as many as 3 pieces, submit 3 x 3 passport photos, submit 3 copies of diplomas, submit 3 copies of SKHU sheet, for students who have not graduated (moved madrasa), bring a certificate of transfer of madrasa from the head of the madrasa.

c. Dissemination of information on prospective student admissions or student registration announcements.

Dissemination of information Acceptance of prospective students through: Brochures, banners, online media, radio and socialization conducted by teachers and students.

d. Provide registration forms for prospective students.

The registration form contains: student data, madrasah / school data and parent / guardian data.

e. Registration of prospective students in accordance with the predetermined procedure schedule.

f. Re-register by parents whose sons and daughters register at MA Ma'arif 04 Kalirejo, Central Lampung.

3. Student Selection

Selection of student admissions at MA Ma'arif 04 Kalirejo, Central Lampung, was not carried out with a written test. Selection of prospective students in MA Ma'arif 04 Kalirejo Central Lampung is only done by completing the registration requirements. Registration requirements for prospective students at MA Ma'arif 04 Kalirejo Central Lampung include:

a. Fill in the registration form

b. Submit 3x4 passport photos

c. Submit a 2x3 passport photo

d. Submit 3 copies of diploma

- e. Submit a copy of 3 sheets of SKHU, and
 - f. For students who have not graduated, bring a certificate of madrasa transfer from the head of the madrasa.
4. Orientation

Orientation activities or Student Orientation Period (MOS) at MA Ma'arif 04 Kalirejo Central Lampung are as follows:

- a. Students are introduced to existing facilities and infrastructure in the madrasa.
 - b. During the Student Orientation Period (MOS), the rights and obligations of students were introduced while still studying in the madrasa.
 - c. The teacher council is involved in the process of Student Orientation Period (MOS), so that prospective students can get to know the teacher who will provide teaching and learning activities.
5. Grouping of students

According to Mr. Syaeful Rahman, S.TP as the deputy head of the madrasah in the field of student affairs, the grouping of students is especially for students who are just received in the activities of student admission. This is done by looking at the value of a diploma or the value of a Certificate of Examination (SKHU). If the value of mathematics and Natural Sciences is higher than Social Studies, Indonesian and Civics, then students enter the superior class or science class. Meanwhile madrasahs provide two class categories, namely science and social studies classes, for class X (ten) 2 classes each for science class and 1 class for social studies, then for class XI (eleven) each class for science class and 1 class. class for IPS class, and class XII (twelve) each class is 1 for science class and 1 class for IPS class. Grouping students at MA Ma'arif 04 Kalirejo, Central Lampung, can also be seen in the following table:

Table 4
Grouping of Students in MA Ma'arif 04 Kalirejo, Central Lampung

No.	Class	Man	Woman	Amount
1	X MIA-1	11	13	24
2	X MIA-2	11	15	26
3	X IIS	27	0	27
4	XI IPA	9	15	24

5	XI IPS	16	7	23
6	XII IPA	17	15	32
7	XII IPS	16	5	21
amount		107	70	177

Source: MA documentation. Ma'arif 04 Kalirejo AY. 2016/2017

The next step, after grouping these students is to determine the homeroom division. Before determining the homeroom teacher, the head of the madrasah and the teacher council and staff hold a homeroom formation meeting, this is done in order to facilitate the condition of the students. madrasah head policy. The description is also in line with what was presented by Tulisno, S.Pd.I as the deputy head of the madrasa curriculum field.

6. Student Development and Development

The development and development of students is carried out with several steps, namely:

a. Student discipline development

The disciplinary coaching of students is carried out because it is a factor that greatly determines the success of education, and is one aspect that needs to be cultivated in students. Based on the results of interviews with the teacher MA Ma'arif 04 Kalirejo, Central Lampung, one of the efforts to train discipline was made to stipulate the hours of madrasah admission at 07.15 WIB and if students were late then given a sentence. In addition, other efforts include the provision of special clothing, namely neat, polite and obliged to wear the hijab for women. Counseling counseling also often conducts raids on the way students dress and the appearance of students is like long hair for men. In addition, in the learning process, The teacher is obliged to give a reprimand and even punishment to students who interfere with the learning process such as grabbing themselves, not paying attention to the teacher's explanation or acting impolite towards the teacher.

b. Extracurricular activities

Extra curricular activities are educational activities carried out outside formal study hours as an effort to help the development of students according to their needs, potential, hobbies, talents and interests through positive activities. Extra-curricular activities at MA Ma'arif 04 Kalirejo Central Lampung are held

regularly and programmed. The extra curricular activities in MA Ma'arif 04 Kalirejo Central Lampung include:

1. Computer skills. This activity is an activity that is very useful to support insights and skills in using internet media that is on the computer.
2. English and Arabic Language Skills. This extra curricular activity is a development activity of students in language.
3. Sports and martial arts pencak silat. This activity is an activity in forming out bonds and nature lovers, Islamic art / hadroh.

c. Guidance and counseling

Guidance and counseling in madrasas is a process of developing services and fostering student personality. Based on the results of the interview with Mr. Syaeful Rahman S.TP stated that *"Guidance and counseling at MA Ma'arif 04 Kalirejo in Central Lampung is available, but the guidance and counseling services have not been carried out by experts, because in this madrasa there is no teacher whose background is special Department of Guidance and Counseling (BK). So, guidance and counseling here is still carried out by Mr. Zulqarnain who is also a teacher of fiqh subjects.*

d. Special Services

A special service program at MA Ma'arif 04 Kalirejo, Central Lampung, there are several, namely: health service program (UKS), library services and school canteen services.

7. Recording and Reporting

Several things were done in the recording and reporting at MA Ma'arif 04 Kalirejo, Central Lampung, namely:

- a. Students who have been accepted at MA Ma'arif 04 Kalirejo, Central Lampung will be recorded in the master book. After being recorded in the master book, the list of students' names is included in the list of attendance or attendance in order to make it easier to record the attendance of students and provide an assessment to students. Furthermore the students' self data that has been recorded in the madrasah master book will be reported in the database online (SIMPATIKA).
- b. The next step in recording and reporting, each teacher makes a list of daily test scores. Then after the semester test, the results of each teacher's assessment of students are

handed over to the homeroom teacher to be recapitulated by the homeroom teacher.

c. The report card issue and its distribution, the distribution of learning outcomes (report cards) in this madrasah is given to students directly, except for students whose learning outcomes are low and have special notes during the teaching and learning process, the parents of students must participate directly in learning outcomes (report cards).

d. The arrangement of the transfer of students, the students who will move to other schools, need to be arranged in such a way that the transfer through an easy process. By doing the following:

- 1) Checking to the school that will be entered is really willing to accept or not students who will move.
- 2) Complete the letters needed as an introduction that students will bring when they will move to another school.

8. Graduation and Alumni

a. Graduation requirements MA Ma'arif 04 Kalirejo Central Lampung: students are declared to have completed all subjects, students are declared to have completed administration, students are declared to have passed the National Examination. The following is the data on the number of students passing over the past three years:

Table 5

**Graduation of MA Ma'arif 04 Kalirejo Central Lampung
in Last 3 years**

No.	Year	Number of students	Pass	%	Not pass	%
1.	2013/2014	56	56	100	-	-
2.	2014/2015	62	62	100	-	-
3.	2015/2016	58	58	100	-	-

Source: MA documentation. Ma'arif 04 Kalirejo TP. 2016/2017

b. Alumni

MA Ma'arif 04 Kalirejo Central Lampung does not have an official alumni association organization from madrasahs, but alumni have their own ties to each generation.

A. Data analysis

Based on the discussion of management implementation of students in MA Ma'arif 04 Kalirejo, Central Lampung, after conducting research, the students' depictions of management implementation were obtained, what was done by the deputy head of the madrasah in the field of student implementation in the management of students at MA Ma'arif 04 Kalirejo Central Lampung.

In this data analysis the writer uses qualitative descriptive analysis through interview, observation and documentation methods from parties who know about the data that researchers need.

1. Student Needs Analysis

The activities carried out in the analysis of needs, is to plan the number of students who will be accepted and prepare the program of activities of students.

Based on the results of the research at MA Ma'arif 04 Kalirejo, Central Lampung, that prior to the analysis of the needs of students, there is always a meeting first with all the teacher councils and MA Ma'arif 04 Kalirejo staff in Central Lampung to plan students who will be accepted. Because with the acceptance meeting of prospective students everything can be thought through carefully. With the attendance meeting of these students, there are many things that will be faced in the management of students that have been previously estimated. However, in the prospective students' acceptance meeting, the number of students who will be accepted and not determined is also not determined. This is because the interest of prospective students towards madrasah aliyah is still lacking, prospective students are more likely to continue their education to Vocational Schools (SMK). However, MA Ma'arif 04 Kalirejo Central Lampung provides 5 classrooms for class X (ten) and because of the many competition in private schools in the area of Kalirejo and surrounding areas. So that the students' admission at MA Ma'arif 04 Kalirejo, Central Lampung is only sufficient for three classrooms. So that in the acceptance of prospective students is not determined the amount to be received and also not determined the path of acceptance. So that the students' admission at MA Ma'arif 04 Kalirejo, Central Lampung is only sufficient for three classrooms. So that in the acceptance of prospective students is not determined the amount to be received and also not determined the path of acceptance. So that the students' admission at MA Ma'arif 04 Kalirejo, Central Lampung is only sufficient for three classrooms. So that in the acceptance of prospective students is not

determined the amount to be received and also not determined the path of acceptance.

Recruitment of students is a search process, determines and attracts applicants who are able to become students in related educational institutions (madrasas). Based on the results of the study, there are several stages in the recruitment of prospective students carried out at MA Ma'arif 04 Kalirejo, Lampung Tengah, namely as following:

- a. Establishment of student admissions committee
The admission committee of prospective students at MA Ma'arif 04 Kalirejo, Central Lampung consists of: the deputy head of the madrasah in the field of student affairs, teachers and administrative staff.
- b. Formulate the requirements of prospective students
The requirements of prospective students at MA Ma'arif 04 Kalirejo, Central Lampung include: Fill in the registration form, submit 3x4 photo passages as many as 3 pieces, submit 3 x 3 passport photos, submit 3 copies of diplomas, submit 3 copies of SKHU sheet, for students who have not graduated (moved madrasa), bring a certificate of transfer of madrasa from the head of the madrasa.
- c. Dissemination of information on prospective student admissions or student registration announcements.
Dissemination of information Acceptance of prospective students through: Brochures, banners, online media, radio and socialization conducted by teachers and students.
- d. Provide registration forms for prospective students.
The registration form contains: student data, madrasah / school data and parent / guardian data.
- e. Registration of prospective students in accordance with the predetermined procedure schedule.

This is in line with the theory contained in the Education Management book by the UPI Education Administration Lecturer Team which states that: Recruitment of students is a process of searching, determining and attracting applicants who are able to become students in related educational institutions (schools).

Based on the results of the research, the recruitment of students in MA Ma'arif 04 Kalirejo, Central Lampung is not in line with the theory of Suharsimi Arikunto, who describes that the steps of new student admissions can be broadly determined as follows:

1. Determine the committee.
2. Determine the conditions of acceptance.

3. Hold an announcement, prepare test questions for selection and prepare the place.
4. Carry out screening through written or oral tests.
5. Hold an acceptance announcement.
6. Re-register prospective students who are accepted.
7. Report the results of work to the principal.

2. Student Selection

Selection of prospective students in MA Ma'arif 04 Kalirejo Central Lampung is not done with a written test. Selection of prospective students in MA Ma'arif 04 Kalirejo Central Lampung is only done by completing the registration requirements. The above is not in line with the theory contained in the Education Management book written by the UPI Education Administration Lecturer Team which states that:

Selection of students is the activity of selecting prospective students to determine whether or not prospective students become students in the educational institution (school) based on the applicable provisions. Selection of students is important to do especially for educational institutions (schools) whose students exceed the capacity available at the educational institution (school). The selection methods that can be done are:

- a. Through tests or exams. The test includes psychotest, physical tests, health tests, academic tests or skills tests.
- b. Through Talent Search Capabilities. This search is usually based on achievements achieved by prospective students in the field of sports or arts.
- c. Based on the STTB value or UAN value.

3. Orientation

Orientation activities or Student Orientation Period (MOS) at MA Ma'arif 04 Kalirejo Central Lampung are as follows:

- a. Students are introduced to existing facilities and infrastructure in the madrasa.
- b. During the Student Orientation Period (MOS), the rights and obligations of students were introduced while still studying in the madrasa.
- c. The teacher council is involved in the process of Student Orientation Period (MOS), so that prospective students can get to know the teacher who will provide teaching and learning activities.

The above is in line with the theory contained in the Education Management book by the UPI Education Administration Lecturer Team which states that:

The orientation of students (new students) is the activity of new student admission by introducing the situation and condition of the educational institution (school) where the students take education. These situations and conditions concern the school's physical environment and the social environment of the school. schools, sports venues, buildings and school supplies as well as other facilities provided by the institution. While the school's social environment includes principals, teachers, TU staff, peers, older siblings, school rules or rules, services school for students as well as student activities and organizations in the institution.

4. Grouping of students

Before students who are accepted in a madrasa follow the learning process, first they need to be placed and grouped in their study groups based on the results of the tests and selection that have been carried out previously . While the results of the research that has been done by the author at MA Ma'arif 04 Kalirejo, Central Lampung, the grouping of students is done by looking at the value of a diploma or the value of a Certificate of Examination (SKHU). If the value of mathematics and Natural Sciences is higher than Social Studies, Indonesian and Pkn, then students enter the superior class or science class. While madrasas provide two class categories, namely science and social studies classes, for class X (ten) 2 classes each for science class and 1 class for social studies, then for class XI (eleven) each class for science class and class 1 for each class. for IPS class, and class XII (twelve) each class is 1 for science class and 1 class for IPS class.

The grouping process of students is not in line with the theory mentioned by Hendyat Soetopo. So that the implementation of the management of students at MA Ma'arif 04 Kalirejo Central Lampung has not been implemented optimally. This can be seen from the results of the interview with Mr. Syaeful Rahman, S.TP as the deputy head of the madrasah in student affairs.

5. Student Development and Development

From the results of interviews with Mr. Syaeful Rahman, STP. Guidance is applied in Guidance and Counseling services (BK). And the development of students is carried out with the form of extra-curricular activities in MA Ma'arif 04 Kalirejo, Central Lampung, including Computer skills, English skills and Arabic, sports and martial arts pencak silat, and Islamic art / hadroh.

The above is in line with the opinion of Sukarti Nasihin and Sururi in the Education Management Team of the UPI Administration Lecturer Team which said that:

The development of students aims to regulate various activities in the field of students so that learning activities in schools can run smoothly, orderly and regularly, and achieve the goals of school education. Therefore Sutisna, in the book of *Management and Leadership of the Principal's Work* by Prof. Dr. HE Mulyasa, M.Pd, describes the responsibilities of the principal in managing the student affairs field in relation to the following matters.

- The presence of students in school with various problems.
- Acceptance, orientation, classification and placement of students in classes and study programs.
- Evaluation and reporting of learning progress.
- Supervision program for students who have abnormalities, such as remedial learning and extraordinary learning.
- Discipline control of students.
- Guidance and counseling programs.
- Health and safety program.
- Personal, social and emotional adjustments.

6. Recording and Reporting

There are several things done in recording and reporting at MA Ma'arif 04 Kalirejo, Central Lampung, namely:

- a. Students who have been accepted in the madrasah aliyah will be recorded in the master book. After being recorded in the master book, the list of names of students is included in the list of attendance or attendance in order to make it easier to record the attendance of students and provide assessment to students. Furthermore, the students' personal data that has been recorded in the madrasah master book will be reported to the online database (SIMPATIKA).
- b. The next step in recording and reporting, each teacher makes a list of daily test scores. Then after the semester test, the results of each teacher's assessment of students are handed over to the homeroom teacher to be recapitulated by the homeroom teacher.
- c. The report card issue and its distribution, the distribution of learning outcomes (report cards) in this madrasah is given to students directly, except for students whose learning outcomes are low and have special notes during the teaching and learning process, the parents of students must participate directly in learning outcomes (report cards).

- d. The arrangement of the transfer of students, the students who will move to other schools, need to be arranged in such a way that the transfer through an easy process. By doing the following:
- 1) Checking to the school that will be entered is really willing to accept or not students who will move.
 - 2) Complete the letters needed as an introduction that students will bring when they will move to another school.
7. Graduation and Alumni
- a. Graduation requirements MA Ma'arif 04 Kalirejo Central Lampung: students are declared to have completed all subjects, students are declared to have completed administration, students are declared to have passed the National Examination. The following is the data on the number of students passing over the past three years.

Table 6
Graduation of MA Ma'arif 04 Kalirejo Central Lampung in the last 3 years

No.	Year	Number of students	pass	%	Not pass	%
1.	2013/2014	56	56	100	-	-
2.	2014/2015	62	62	100	-	-
3.	2015/2016	58	58	100	-	-

Source: MA documentation. Ma'arif 04 Kalirejo AY. 2016/2017

b. Alumni

MA Ma'arif 04 Kalirejo Central Lampung does not have an official alumni association organization from madrasas, but alumni have their own ties to each generation.

The above is in line with the theory contained in the Education Management book by the UPI Education Administration Lecturer Team which states that: The relationship between schools and alumni can be maintained through meetings held by alumni, commonly called "reunions". Even now every educational institution (school) has an alumni organization, for example IKA (Alumni Association). The achievements of the alumni from this educational institution (school) need to be recorded or recorded by the institution. Because these records are very useful for educational institutions in promoting education.

CONCLUSION

Based on result and discussion, it can be concluded that the implementation of student management at MA Ma'arif 04 Kalirejo Central Lampung includes Students need analysis, Recruitment of students, Selection of Students, Orientation, Grouping of Students, Coaching and Development of Students, Recording and Reporting, and Graduation and Alumni.

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