Management of Educational Facilities and Infrastructure at Islamic Center Islamic Boarding School El – Kisi Mojokerto
[Manajemen Sarana dan Prasarana Pendidikan di Pondok Pesantren Islamic Center El – Kisi Mojokerto]

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Abstract.   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 to the landfill. 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.

Keywords: management, facilities, infrastructure, education.

Abstrak.   Penelitian ini bertujuan untuk mendeskripsikan manajemen sarana dan prasarana pendidikan serta faktor pendukung dan penghambatnya di Pondok Pesantren Islamic Center El-Kisi Mojokerto. Metode penelitian menggunakan kualitatif dengan pendekatan deskriptif. Pengumpulan data melalui observasi , interview (tanya jawab), pemotretan. Hasil dari penelitian menunjukkan pengelolaan fasilitas pendidikan sudah dilaksanakan sesuai ketentuan khususnya pada tahap Analisa kebutuhan, penyediaan barang, penyaluran, penyimpanan dan perawatan. Inventarisasi dan pemusnahan barang masih memerlukan perhatian yang lebih. Langkah pertama dalam persiapan yang dilakukan (1) pengumpulan data kebutuhan dan analisa kebutuhan, analisa kebutuhan berdasarkan taksiran harga / standar harga, dan menentukan skala prioritas. (2) penyediaan fasilitas dilakukan dengan pembelian langsung, hibah dari jamaah dan dana BOS pemerintah pusat, (3) inventarisasi dikerjakan masih secara manual , (4) distribusi dilakukan secara langsung, (5) penyimpanan ada di gudang dan almari di setiap ruangan (6) pemeliharaan sesuai standar operasional prosedur (SOP) dengan cara perawatan rutin, berkala, preventif dan darurat. (7) penghapusan dilakukan dengan membuang barang yang sudah tidak digunakan ke tempat rosokan. Saran : dalam mengerjakan inventarisasi supaya menggunakan aplikasi inventarisasi supaya lebih mudah dan cepat serta mendapatkan hasil yang lebih akurat . Untuk penghapusan sarana supaya dibentuk kepanitiaan serta menggunakan berita acara .

Kata kunci : manajemen , sarana, prasarana, pendidikan

I. 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 teaching and learning will be carried out interactive, inspiring, innovative, challenging and fun. [4]

Educational institutions require various developments and creativity in advancing education and the use of available facilities to support the implementation of quality education must go hand in hand with the rapid development of science and technology. [5] During the industrial era, in an all-digital era, 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]

According to Margi Rahayu (2015) the purpose of educational facilities is all goods or equipment and equipment that can be used to facilitate the course of learning directly, while educational infrastructure is facilities or equipment that can help and facilitate the smooth running of the teaching and learning process indirectly. Educational equipment and supplies are one of the educational factors whose existence is always needed in the educational process. [9] 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. [10] Management of goods and equipment and equipment is a collaboration in managing all educational facilities quickly, precisely and efficiently. [11]

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. [12] 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. [13] 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. [14]

In line with previous research in the journal Romlah. R 2021, Restika Manurung 2020,[15] and Ach Nurholis Majid 2018 [16] 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 management of facilities and infrastructure education with seven main activities consisting of needs planning, procurement, storage, inventory, delivery, maintenance, and deletion referring to the theory of Matin and Fuad N. According to observations of researchers in the field, Pondok Pesantren Islamic Center El-Kisi Mojokerto is a foundation in which 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 and had not used pickle news. a deletion.

Based on the explanation above, the researcher wants to find out more about the management of educational facilities and will conduct research with a focus on the problem: how to manage educational facilities and infrastructure and their supporting and inhibiting factors. The research aims to describe the management of educational facilities and infrastructure and their supporting and inhibiting factors managed by the Islamic Center El-Kisi Mojokerto Islamic Boarding School, with the hope that the results can enrich education studies that can be used as reference material for researchers and educational observers related to facility management. and infrastructure and can provide feedback for those in charge of educational facilities and infrastructure, especially those in charge of facilities and infrastructure at PP Islamic Center El-Kisi.

II. METHOD

The type of research used is qualitative with a descriptive approach that tries to tell problems based on data, but also presents data, analyzes and interprets it. [17] 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 way 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. [18]

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. (Trisnawati 2019. 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. [19]

III. RESULTS AND DISCUSSION

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 and infrastructure of the El-Kisi Islamic boarding school are in accordance with the standards in the annex to PP Mendiknas Number 24 of 2007 dated June 28, 2007, concerning Standards of Facilities and Infrastructure, so that the facilities and infrastructure at this pesantren can be said to be adequate in accordance with the provisions of what delivered by (Wahyuni, Habiba S). [20]

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 educational facilities and infrastructure 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 is planning educational facilities and infrastructure with activities to be carried out . 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.

Analysis of needs in the context of providing educational facilities is the first step in managing educational facilities and infrastructure in carrying out activities to provide facilities through several procedures based on joint decisions, and this preparatory step is carried out to meet the needs for facilities and infrastructure. [21]

The benefits of preparing to determine the needs of educational facilities are to (1) make it easier to determine goals, (2) as a foundation for determining the next step (3) reduce doubts (4) implementation 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. [22]

Based on observations and questions and answers, the results of the research and existing references show that the planning for the management of educational facilities and infrastructure at the El-Kisi Mojokerto Islamic Center Islamic Boarding School has 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 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.

Procurement of educational facilities and infrastructure at the El-Kisi Islamic Center Islamic boarding school is carried out in three ways, namely: first by purchasing, second by way of grants from congregations and thirdly from the government. The educational facilities and infrastructure owned by this pondok are in accordance with the observations of researchers when adjusted to 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 required needs.

Procurement of educational facilities and infrastructure is a follow-up activity from the planning results for 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 available funding sources and adjusted to the priority scale. [23]

The activity of procuring facilities and infrastructure has a function to regulate and organize the fulfillment of the required facilities and infrastructure in terms of the desired type, quantity, quality, place and time. [24] 25 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 facilities appropriately and accordingly. (3) Trying to maintain school facilities in good condition and safe to use. [25]

Methods for procuring educational facilities and infrastructure are: 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.

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 the existing facilities that have met the management standards for the procurement of educational facilities and infrastructure in this Islamic boarding school are in accordance with the existing theory.

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 an activity of recording or registering goods into the inventory list of goods in an orderly and regular manner according to the applicable provisions and procedures. Educational institution inventory items are state property managed by educational institutions. 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. [26] 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. [27]

Based on the results of observations and photographs carried out by researchers as well as the results of interviews with secretaries and maintenance staff who assist in carrying out administration and related to existing theory, the inventory at this pesantren needs to be equipped with more adequate facilities, an inventory application is provided so that it can facilitate 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 a basis 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 educational facilities and infrastructure 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 delivery 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 fulfill several distribution principles that need to be considered, namely: 1. The principle of accuracy 2. The principle of speed 3. The principle of security 4. The principle of economy. [28]

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. [29]

In general, from the observations and interviews of researchers with the staff of the delivery staff, the implementation and steps taken are in accordance with the theory above so that the management of the distribution of facilities and infrastructure at the El-Kisi Islamic Center Islamic Boarding School is quite good and smooth according to the procedures in the boarding school. 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. [30]

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, (Nasrudin). [31] 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. [32] 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 (Dita Sari). [33]

6. Storage

There are two types of storage for educational facilities and infrastructure at the El-Kisi Islamic Center Islamic Boarding School. Namely warehouse and cupboards and shelves.

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 the facilities and infrastructure sector, then the goods are inspected by the maintenance team. If the damage is severe and cannot be repaired, then 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 of removing/removing these facilities from the inventory list, because they can no longer be used and are not useful for the benefit of implementing learning. [34] The purpose of deletion is (1) Reducing the duties and responsibilities of carrying out an inventory (2) Reducing expenses and reducing 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 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. [35]

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 the formation of 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.

Supporting and Inhibiting Factors

The supporting factor in implementing the management of facilities and infrastructure is the existence of an implementing team in the field of educational facilities and infrastructure 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, with due regard to the priority scale. While the inhibiting factor is inventory which is still done manually

IV. CONCLUSION AND RECOMMENDATIONS

1. Management of educational facilities and infrastructure with seven main activities which include: needs planning, procurement, inventory, distribution, maintenance, storage and deletion at the El-Kisi Center Islamic Boarding School in general have been carried out in accordance with the provisions, except for inventory and deletion is still necessary attention.

2. Supporting and inhibiting factors.

The supporting factor in implementing the management of facilities and infrastructure is the existence of an implementing team in the field of educational facilities and infrastructure 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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Conflict of Interest Statement:
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