

MANAGEMENT OF FACILITIES AND INFRASTRUCTURE TO IMPROVE THE QUALITY OF LEARNING

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Abstract: The purpose of infrastructure management is to improve the quality of learning in schools, resulting in quality output or graduates. The facilities and infrastructures owned by the school must be managed properly, planning facilities and education infrastructure is the first step to manage the facilities and infrastructure of education that exist in the school. Management of facilities and infrastructure in the school is done by planning, procurement, maintenance, storage, and control and elimination. Education facilities and infrastructure is a tool that is used directly or indirectly that supports the learning process. Educational facilities and infrastructure in the school must be in good condition and adequate to help the progress of the learning process in the school. Efforts to provide a quality teaching and learning process then required school facilities that comply with the minimum standards of service, and in the implementation necessary the management of good. The learning process in school will run smoothly if supported by adequate infrastructure, either number, condition, or completeness. Every teacher in the learning process requires different infrastructures in supporting their performance so that the teaching and learning process can take place. With a complete and adequate infrastructure, the teacher will not convey the subject matter orally but also using the infrastructure available in the school.

Keywords: Facilities and Infrastructure Management, Learning Quality

Abstrak: Tujuan manajemen sarana dan prasarana adalah untuk meningkatkan mutu pembelajaran di sekolah sehingga menghasilkan output atau lulusan yang berkualitas. Sarana dan prasarana yang dimiliki oleh sekolah harus dikelola dengan baik, Perencanaan sarana dan prasarana pendidikan merupakan langkah awal dalam manage sarana dan prasarana pendidikan yang ada di sekolah. Manajemen sarana dan prasarana yang ada di sekolah dilakukan dengan cara melakukan perencanaan, pengadaan, pemeliharaan, penyimpanan dan pengendalian serta penghapusan. Sarana dan prasarana pendidikan merupakan alat yang digunakan secara langsung atau tidak langsung yang menunjang proses pembelajaran. Sarana dan prasarana pendidikan di sekolah harus dalam kondisi baik dan memadai sehingga dapat membantu berjalannya proses pembelajaran yang ada di sekolah. Upaya memberikan pelayanan proses belajar mengajar yang bermutu maka diperlukan fasilitas sekolah yang sesuai dengan standar pelayanan minimal, dan dalam pelaksanaannya diperlukan adanya pengelolaan yang baik. Proses belajar mengajar di sekolah akan berjalan dengan lancar jika ditunjang dengan sarana prasarana yang memadai, baik jumlah, keadaan, maupun kelengkapan. Setiap guru dalam melakukan proses pembelajaran memerlukan sarana prasarana yang berbeda dalam menunjang kinerjanya agar proses belajar mengajar dapat berlangsung dan menarik. Dengan adanya sarana prasarana yang lengkap dan memadai, maka guru tidak akan menyampaikan materi pelajaran secara lisan melainkan juga dengan menggunakan sarana prasarana yang tersedia di sekolah.

Kata Kunci: Manajemen Sarana Dan Prasarana, Mutu Pembelajaran

INTRODUCTION

Facilities and infrastructure are some of the most important parts to be managed well and are a culture that can not be separated from the management

of education. Like building, land, administrative equipment to the means used directly in the process of learning teaching in the classroom. Education facilities and infrastructure is also one of

the elements of education management that have an important role in the teaching-learning process. Because educational facilities and infrastructure become one of the eight national standards of education. Besides, educational facilities are not allowed to ignore educational facilities and infrastructure is also used to facilitate students' understanding of the material delivered using the right educational facilities and infrastructure in the program to teach learning to be more effective and efficient. With the facilities and infrastructure education learning activities will be more meaningful and quality and enjoyable.

Management of facilities and infrastructure is very important because with the good management of infrastructure facilities that exist in the educational institutions will be preserved and clear usefulness. In the management of the school parties should be responsible for the facilities and Parasarana especially the principal who directly handles the management of such facilities and infrastructure. The school is expected to maintain and pay attention to existing education facilities and infrastructure. So with the facilities and infrastructures that have been owned the school learning process can run with maximum.

The importance of facilities and infrastructure to support the education process, governed by the Law of the Republic of Indonesia No. 20 of 2003 on national education system, CHAPTER XII Section 45: a) each formal and non-formal education unit provides facilities and infrastructures that meet educational needs in accordance with the growth and development of physical potential, intellectual, social, emotional, and student obligations. b) Provisions on the provision of education facilities and infrastructure in all educational units as referred to in paragraph 1.

The government has compiled the standards of educational facilities and infrastructures contained in the Government regulation of the Republic

of Indonesia number 19 year 2005 article 42 which reads: "Each compulsory education unit has tools that include furniture, educational equipment, educational media, books and other learning resources, consumables, and other equipment needed to support regular and sustainable learning processes. Each education unit must have infrastructures that include land, classrooms, education unit leadership room, educator room, administration room, library room, laboratory room, workshop room, production unit room, canteen room, installation of power and services, exercise place, place of worship, playground, recreation, and other spaces/places needed to support a regular and sustainable learning process.

The teaching and learning process is an activity undertaken by educators and students by utilizing facilities that are available in the school. The learning process in school will run smoothly if it is equipped with adequate infrastructure, either number, condition, or completeness. Every teacher in the learning process requires different infrastructures in supporting their performance so that the teaching and learning process can take place. With a complete and adequate infrastructure, the teacher will not convey the subject matter orally but also using the infrastructure available at the school.

THEORETICAL STUDIES

Infrastructure Management

Management of facilities and infrastructure can be interpreted as organizing activities, and ranging from records (needs analysis), procurement of inventory, distribution, utilization, maintenance, procurement, inventory, distribution, utilization, maintenance, destruction and responsible for moving and stationary goods, school furniture, learning tools, and others. Based on the definition, it can be said that the management of education facilities and infrastructure in the Madrasah is the process of utilization of all facilities and

infrastructures that can support students' learning achievement in schools.

According to Bafadal in Rosel, (2009:26) management of infrastructure and infrastructure is a process of cooperation in the utilization of all facilities and infrastructure of education effectively and efficient. Furthermore, the management of educational facilities and infrastructure is an activity that regulates, manages and prepares all equipment/materials for the implementation of the education process in the Madrasah. Management of facilities and infrastructure is needed to help the learning process smooth. Infrastructure management activities include the planning of needs, procurement, storage, inventory, maintenance, and elimination of educational facilities and infrastructure.

According to Minarti, (2011:251) that education facilities are all needed in teaching learning, both moving and unmovable so that the achievement of educational objectives can run smoothly, effectively, and efficiently. Educational facilities are equipment that is directly used for the education process, such as tables, chairs, classes and media teaching. While education infrastructure is a facility that indirectly support the course of education process, such as yard, garden, and garden.

The means of education infrastructure indirectly through the quality of learning affects the satisfaction of learners. There are several operational functions of infrastructure management, namely:

a. Planning/analysis Needs

Planning is the first process when doing the job, both in the form of thought and frameworks so that the objectives to be achieved get optimal results. Irjus, (2015:3) The planner is done to know the needs of educational facilities and infrastructure in a work unit in need of data and information about the facilities and infrastructure of education, both facilities and infrastructures that exist in the field and which should be in accordance

with the prevailing provisions. Analysis is an activity comparing between the data in the field with data that should exist according to the construction of facilities and infrastructure education results will rely on two information, namely information about the existing and there is no conformity, then there are two possibilities that means and infrastructure is less or excessive. If the state of facilities and infrastructure is lacking, this means there is a need for educational facilities and infrastructure. Besides based on the needs of education facilities and infrastructure according to the state of data in the past and present, the planning of facilities and education infrastructure can also be done based on the data in the future as a result of projection. Matin, (2016:7)

b. Procurement

Pegadaan is an activity to meet all the needs of task enforcement. Sahidun, (2018:40) procurement of education facilities and infrastructure is the provision of all types of facilities and infrastructures according to the needs in order to achieve educational objectives. Procurement is a process of conducting facilities and infrastructure that can be done in ways, buying, contributing, grants and others. Procurement of facilities and infrastructure can form the procurement of books, tools, furniture, and buildings. Procurement of educational facilities and infrastructure in general through the following procedures:

- 1) Analyzing the needs and functions of facilities and infrastructure.
- 2) Classify the necessary facilities and infrastructure.
- 3) Make proposals for the procurement of facilities and infrastructures aimed at the government for public schools and the foundations for the private sector. If approved it will be reviewed and at the eligibility to get approval from the intended party.

- 4) After the visit and agreed to the facilities and infrastructure will be sent to the school that apply for procurement of such facilities and infrastructure.
- 5) Distribution
Educational facilities, especially books both textbooks and reading books are one of the most important educational means to educate the life of the nation. To achieve this goal, the government from the first until now has many publications, purchases, and simultaneously distribute books, both textbooks and library books. Distribution or distribution is an activity involving the transfer of goods and the responsibility of its management from one institution to another. Sahidun, (2018:42) in the madrasah distribution of goods tailored to the needs of teachers, teaching activities, and offices.

c. The implementation

The inventory of educational facilities and infrastructure is the recording or registration of goods belonging to the institution (school) into a list of goods inventory in an orderly and orderly manner according to the prevailing provisions and procedures. The inventory of education infrastructure can be said to be the recording of all facilities of the education infrastructure in the madrasah so that they can be controlled and controlled in detail so as to facilitate when needed. The Madrasah inventory goods are all state owned goods (controlled by the school) both held/purchased through funds from the Government, school and Community committees, and earned as exchanges, prizes or grants as well as the results of the school's own manufacturing efforts to support the smooth learning process. Matin and Nurhattati Fuad, (2016:55)

d. Maintenance

Maintenance of education facilities and infrastructure is a continuous activity to strive for the facilities and infrastructure of the existing education remains in good condition and ready to use. Elimination removal facilities and infrastructure education is a process of activities that aims to remove or eliminate educational facilities and infrastructure from the list of goods inventory because of the facilities and infrastructure is considered not functioning as expected especially for the purpose of the implementation of learning in the Madrasah.

LEARNING QUALITY

Quality has a very diverse understanding and it is a different matter for each person. The quality in Arabic means "good". In the Great Dictionary of Bahasa Indonesia, quality is the size, either a bad thing, the level or degrees (intellect, intelligence, and so on). In quality terms is quality meets or exceeds customer expectations. Thus quality is the level of quality that has been fulfilled or can even exceed the expected.

Quality or quality is a thorough description and characteristics of goods or services that demonstrate its ability to satisfy expected or implied needs. In the context of education, quality understanding includes input, process, education output. Education Input is everything that must be available because it is needed for the continuity of the process, the process of education is a change of something into something else, and the educational output is the performance of the school that results of school achievement resulting from school process/behavior this can be measured from quality, effectiveness, productivity, efficiency, innovation, quality of work life, and moral work. Rohiat, (2010:52) Furthermore, according to Gasperzy in Sopiati, (2010:3) explains that the concept of quality has many different and varied definitions, from the conventional to the

modern ones explaining BAHWSA quality is everything that is capable of fulfilling the wishes or needs of customers. Nevertheless, the basic concept, the quality of everything that can be corrected because it is essentially no perfect process.

Quality is interpreted as a measure of product or service performance against one specification at a specific point in time. While there is a mean of quality as the overall nature and characteristics of a or service that produces products to be able to satisfy the needs of the given. Here the quality begins and is ended by the characteristics of the product or service. The quality of education is interpreted as a person where the needed characteristics were achieved. It can also be said that quality is something that resides in a product or service as a guarantee of size after production or a result designed or controlled.

The improvement and quality of learning in schools and other educational institutions is essentially an effort to create life transformation. Improving the quality of learning means creating a well-educated generation who is able to compete in the global community and lead the change itself. In other words, if the teaching practice that is in school or educational institutions still stuck on issues that impede the development of potential, talents, interests, and students' opportunities to develop themselves, it is difficult to expect the graduates to be able to face the guidance of change and global competition. (2016:86)

Suhardan, (2010:20) explains that, the quality of learning is a reflection of the professional ability of teachers in carrying out his teaching duties. The quality of learning is one aspect of the assessment of a school. So, the quality of learning can be interpreted as the quality or excellence of the learning process carried out by the teacher, marked by quality or graduate or school output.

Quality of learning is in the learning qualities. The quality of the

learning process is a result of the quality of teachers in providing learning services so that they can achieve their learning passion. Not only the quality of teachers that influence the quality of learning, but the quality learning also affects the infrastructure that is in the Madrasah. Talking about the quality of learning means to question how the learning activities undertaken so far have been well and can produce good graduates according to what is expected. There are several factors that affect the quality of learning, namely the teacher factor, student factors, facilities and infrastructure factors, learning method factors, environmental factors learning.

DISCUSSION

Procurement of education facilities and infrastructure is an effort done in fulfilling the need for smooth in the education process in the school by referring to what was planned before. Procurement is a series of activities to provide the facilities and infrastructure of school education in accordance with the needs, both related to the type and specifications, number, time or place, with the price and sources that can be accounted for. For the process of procurement of educational facilities, there are several possibilities that can be pursued. According to Bafadal, (2008:26) planning facilities and infrastructure is a process of thinking and assigning activities or programs that will be done in the future to achieve certain objectives.

Planning steps for procurement of school facilities that are to accommodate all proposed procurement of school facilities proposed each school work unit and the shortage of school facilities, to develop the school needs plan for a specific period, combining the plan of need that has been prepared with the tools that have been available before, combining the needs plan with the available funds or budget, combining the requirement plan of the facility with the existing funds or budgets and the final procurement plan.

According to Suryosubroto, (2004:116) explained that the process of procurement of learning facilities and infrastructure in the school there are several possibilities that can be taken, namely purchases with government fees, purchases with SPP costs, assistance from BP3 and help from other communities. Procurement of facilities and infrastructure in the school is essentially an effort to realize the plan of procurement of facilities and infrastructure that has been compiled before. According to Gunawan, (2002:135) procurement is all activities to provide all the needs of goods, objects, services for the purpose of performing tasks.

Procurement of educational facilities and infrastructure is the provision of all necessary facilities and infrastructure. The process of procurement of facilities and infrastructure should be adjusted to the planning list previously created. In the procurement of goods not all requests for learning facilities and infrastructure can be fulfilled, it should be adjusted to the existing budget, meaning the most urgent means and infrastructure to be met will be preferred in the procurement process. Procurement of learning facilities and infrastructure is not only sourced from RAPBS, but also sourced from donations, companies, and boss funds.

Gunawan that maintenance is a routine activity to try to keep the goods in good condition and functioning well. Learning facilities in the Madrasah such as furniture and appliances, as well as teaching media should always be in the ready-made conditions if at any time of use. The learning facilities are not only laid out and maintained in such a way. Maintenance of education facilities and infrastructure in the school is an activity that must be carried out to keep the equipment needed by the school community in ready-to-use conditions. These ready-to-use conditions will be very helpful to the smooth learning process performed at school.

Furthermore Menuru Gunawan, (2002:146) which states that deletion is the process of activity to remove/eliminate the state property goods from the list of State inventory based on the prevailing laws and regulations.

Elimination of educational facilities and infrastructure is an activity to eliminate the property of the institution or State property from the list of inventories in a manner based on prevailing legislation. The head of the Madrasah has the authority to remove the school equipment. However, the equipment to be removed must meet the deletion requirements. Similarly, the procedure must follow the prevailing laws and regulations.

Management of facilities and infrastructure in the school is done by planning, procurement, maintenance, storage and control and deletion. Planning of education facilities and infrastructure is the first step in manage the facilities and infrastructure of the education in the school. The complete infrastructure provided at the school and how to manage the good has a great influence on the teaching and learning process. Insufficient and inadequate supplies will impede the learning process in the Madrasah. Similarly, the poor administration will reduce the usefulness of tools and equipment, even if the teaching equipment is worthy and special. The provision of educational facilities in the school should be adjusted to the needs of students and the future use of the results.

The means of education infrastructure indirectly through the quality of learning affects students ' satisfaction. This means that indirect means of education infrastructure can increase the satisfaction of students, thereby increasing the achievement of both academic and non-academic fields. In order to produce student achievement, it needs a quality school facility that is related to the place where students do the process of learning to teach.

The learning process in school will run smoothly if supported by adequate infrastructure, either number, condition, or completeness. Every teacher in the learning process requires different infrastructures in supporting their performance so that the teaching and learning process can take place. With a complete and adequate infrastructure, the teacher will not convey the subject matter orally but also using the infrastructure available at the school.

CONCLUSION

Education facilities and infrastructure is a tool that is used directly or indirectly that supports the learning process. Educational facilities and infrastructure in the school must be in good condition and adequate so as to help the progress of the learning process in school. The learning Process service is more effective to need a strategy and model of the lesson. The use of strategy and learning model can not be separated from the facilities of learning infrastructure provided by the school. Facilities of school infrastructure are directly related to the teaching and learning process in the classroom that can influence the teaching and learning process related to the time of students in the task, interaction between teachers and students, class interruptions and student participation.

Efforts to provide a quality teaching and learning process is required by the school facilities that comply with the minimum standards of service, and in the implementation necessary management of good. The satisfaction that students get from the school's learning process can lead to a good performance that can affect student learning outcomes. Student learning outcomes can show that there has been an increase in student knowledge and ability. Therefore, a quality teaching and learning process is expected by students in an effort to achieve dreams. Achieving high learning outcomes is an expectation of every student.

Quality of learning is in the learning qualities. The quality of the learning process is a result of the quality of teachers in providing learning services so that they can achieve their learning passion. Not only the quality of teachers that influence the quality of learning, but the quality learning also affects the infrastructure in the school.

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