



Optimization of Academic Records Management and Service Effectiveness to Improve Guidance Studio Teacher Performance

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Abstract:

School-Based Management is the government's concern for what the community is doing to improve the quality of education. Garden Path Tutoring Studio has a very complicated matter of academic archive and performance improvement services. Efforts to improve the quality of education through (School-Based Management) in the framework of increasing the quality, efficiency and equity of education, meeting the needs of the community and working with the government. Efforts to improve the quality of education. Physical evidence in the form of documents is an important factor in implementing the NISN submission process. Therefore, it can be said that there is a counseling center under the auspices of the Indonesian Embassy and SIKL. The existence of this research will contribute to the guidance center, especially studio leaders and teachers. Analyzing and designing an administrative information system at the Jalan Kebun Guidance Workshop located at Jalan Lombong Timah 3, Kampung Lompjong, 40460 Shah Alam Selangor, Malaysia that is effective and efficient. The method used in this study is a qualitative method in which to obtain data with the intention of knowing, developing it again, and by proving a knowledge of understanding, solving, and anticipating a problem in the field of management. Based on interviews and observations, researchers found that management activities planned to improve teacher performance. Planning to improve the quality of a teacher's work can be done through a SWOT analysis (Strength, Weakness, Opportunity and Threat). The plan for the Jalan Kebun guidance studio to improve teacher effectiveness is carried out by identifying the strengths and weaknesses of teachers.

Keywords: Academic Records Management, Service Effectiveness, Teacher Performance

1. INTRODUCTION

School-Based Management is the government's concern with what the community is doing to improve the quality of education. School-based management is able to provide evaluations of schools [23]. Jalan Kebun guidance studio has a very complex problem in academic archives and performance improvement services [16]. Efforts to improve the quality of education through (MBS) School-Based Management in order to increase the quality, efficiency and equity of education, meet community needs and work together with the government. Physical evidence in the form of documents is an important factor in carrying out the NISN submission process for Jalan Kebun Guidance Studio students [4]. Therefore, it can be said that there is a counseling center under the auspices of the Indonesian Embassy and SIKL [29]. If you have proper documentation, you can be held liable. The availability of good receipts is also supported by good document management. Proper record keeping ensures counseling center accountability [11].

School is a place where learning activities take place [34]. Education cannot be separated from several important factors that are able to support the implementation of education in schools, one of the supporting factors for the implementation of education is the availability of educational resources [17]. In leadership theory in educational

institutions, the term leader refers to the role of the principal who is able to bring progress to the school he leads [33]. With the existence of a studio leader, it can influence an increase, namely by providing new motivation or innovation to teachers who must be in accordance with the goals in this garden path guidance studio. These components are an effort to achieve the goals of the guidance center [32]. In carrying out the educational process, the guidance center must have one important component, namely the teacher. If the teachers in the guidance studio have creativity and work professionally, indirectly the guidance studio will have good quality [20].

Currently there is a need for improvements in the world of technology and information [1; 8; 31]. At present the manifestation of technology and the use of the capabilities of Human Resources have not been integrated in a coordinated manner so as not to give up the connection of the slides in the increase in service power which leads to a uniform threshold of Performance Indicators [19]. Based on the managerial office of the guidance studio mentioned above, it is quite clear that the teacher is the most important part in the increasing type of administrative managerial atelier applied [9]. Change will occur if it can strengthen the service performance relationship so that it can create good performance and can increase value [14].

The existence of this research will contribute to the guidance center, especially studio leaders and teachers. Analyzing and designing an administrative information system at the Garden Road Guidance Workshop located at Jalan Lombong Timah 3, Kampung Lombong, 40460 Shah Alam Selangor, Malaysia. an effective and efficient way, by making entry access for system users so that student administration data and school personal data can only be by staff who have the right to process them, and improve the services provided to parents of students because it is much faster when inputting, assessment and examination of a data [27].

2. METHOD

The method used in this study is a qualitative method in which to obtain data with the intention of knowing, redeveloping, and by proving a knowledge of understanding, solving, and anticipating a problem in the field of management [10].

This study focuses on analyzing a phenomenon that has to do with the management of optimizing the management of academic archives and the effectiveness of services to improve teacher performance at the Garden Street Guidance Studio [35]. The following are the methods used by researchers in the data collection process:

1. Observation

Carrying out direct observation activities of the ongoing administration system and directly observing the performance and services in the guidance studio. In this study the observations were made at the Kebun Road Guidance Studio.

2. Interview

By searching for and collecting data and discussing the quality of service and the effectiveness of teacher performance directly with Mr. Sumarno, the Head of the Kebun Road Guidance Studio and Ms. Zahro as a teacher, to obtain the right data information for correcting data according to the objectives and analyzing how effective the teacher's performance and the quality of services provided by the Garden Road Guidance Studio.

3. Documentation

By re-scanning existing data to be developed into software so that it can be easily accessed by guidance studios if one day the data is needed.

4. Stage of implementation of activities

This Community Service Program activity lasts for 28 days. For 28 days we practice the Tridarma of Higher Education, namely: Service, Teaching, and Research. This aims to provide knowledge to students who are studying and to optimize the management of academic archives and services in improving teacher performance at the Jalan Kebun Guidance Studio, Kuala Lumpur Malaysia in order to increase human resources through the Real Work Lecture Program (KKN)/Educational KKN (KKN-DIK) Free International Partnership Independent Learning Independent Campus Muhammadiyah College Aisyiyah.

5. Bibliographical study

Data collection that is carried out directly from sources such as journals, theses, articles, books that have something to do with this research.

3. RESULTS

Acknowledgment of Guidance Studios is said to be accountable if the documents provided to support accreditation are accurate and complete. one of the accreditation standard parameters is the availability of information and data on activities, conditions and educational institutions in accordance with accreditation tools, so that these educational institutions are entitled to receive accreditation in accordance with the provision of information. Teacher skills development aims to increase labor productivity [32]. Development is based on the fact that employees need to develop knowledge, skills and abilities to properly handle their duties and responsibilities during their careers. capacity building is the responsibility of every institution to fulfill the rights of every employee, such as archives [25]. Efforts to Raise the Education Level of Archivists The aim of raising the education level of each archivist is to increase knowledge and better understand the world of archives, so that they can manage archives correctly and appropriately according to applicable archival rules. The teaching profession or teacher was made into an administrative profession at the same time [21]. School quality is greatly influenced by the achievements of teachers, students and principals. Teachers who have good performance will increase school output [13]. In the context of Indonesian education, educational leadership must be the main focus and cannot be considered "trivial" [5].

From this, it is said that the quality of human resources in the Garden Road Guidance Studio is not in accordance with what should be done in their respective fields. As a result, the data administration process for the Garden Road Guidance Studio students was inaccurate and some personal documents such as birth certificates, family cards, passports, and parents' telephone numbers were not filled in completely [9]. This raises a problem that must be faced again by the Manager of the Jalan Kebun Guidance Studio to verify the data. The leader of the Garden Road Guidance Studio in June during the Real Work Lecture Program (KKN)/Educational KKN (KKN-DIK) Free International Partnership Independent Learning Independent Campus Muhammadiyah College Aisyiyah activities a work program was carried out for re-data collection of all student administration from the first applicant to the last applicant [30]. This aims to find out information on school financing from the first registration and currently conducting learning at the Guidance Studio. The following is the data of the Jalan Kebun Guidance Studio students who have been recapitulated with the Work Lecture Program (KKN)/Educational KKN (KKN-DIK) Free International Partnership Independent Learning Independent Campus Muhammadiyah College Aisyiyah Batch 7 work program:

Table 1. Data on all Jalan Kebun Student in order from the beginning of registration to the last registration

No	Name	School	Place/Date Of Birth	Gender
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Year				
1	Ashabul-Kahfi	2022/2023	Johor, 20 Mei 2016	Male
2	Hamidatul Faizah	2022/2023	Selangor, 03 Mei 2012	Female
3	Nur Damia Qaisara	2022/2023	Lhok Puntuy, 17 Agustus 2015	Female
4	Nazraif Anaqie	2022/2023	Malaysia, 15 Agustus 2013	Male
5	Siti Aisyah	2022/2023	Pandeglang, 02 September 2013	Female
6	Muhammad Ghazali	2022/2023	Pandeglang, 31 Januari 2015	Male
7	Riyan Saputra	2022/2023	Lombong, 26 Desember 2014	Male
8	Muhammad Kholil	2022/2023	Selangor, 25 Mei 2015	Male
9	Nurul Maunna Arramadanie	2022/2023	Surabaya, 01 Mei 2011	Female
10	Richo	2022/2023	Sampang, 20 Maret 2014	Male
11	Muhammad Rayhan	2022/2023	Selangor, 23 September 2012	Male
12	Kharunaafsheen Mysha Fatoni	2022/2023	Selangor, 25 Juni 2016	Female
13	Chantiqa Akreiny	2022/2023	Medan, 07 Mei 2014	Female
14	Muhammad Hasbullah	2022/2023	Klang, 06 Agustus 2013	Male
15	Muhammad Yoga Nur Hafis	2022/2023	Pucang Permai, 16 Agustus 2011	Male
16	Muhammad Nur Fadlil	2022/2023	,27 Juli 2014	Male
17	Alifian Dian Anggara	2022/2023	Balilpapan, 21 Mei 2014	Male
18	Sulis Ismawati	2023/2024	Kuala Lumpur, 02 Desember 2017	Female
19	Siti Rohmatul Aisyah Bt Putri	2023/2024	Selangor, 15 Juni 2013	Female
20	Muhammad Hafiz Syahputra	2022/2023	Selangor, 3 Juni 2011	Male
21	Nur Aisyah Amira	2022/2023	Selangor, 2 Mei 2013	Female
22	Nasywa Ryska	2023/2024	Selangor, 24 Maret 2017	Female
23	Md. Hendri Ramdhani	2023/2024	Selangor, 26 Juli 2012	Male
24	Sri Rahayu		Kuala Lumpur, 01 Desember 017	Female
25	Nur Hidayah	2022/2023	Selangor, 30 Desember 2016	Female
26	Alaika Farhan	2022/2023	Malaysia, 08 Agustus 2015	Male
27	Muhammad Adam	2022/2023	Kendal, 20 September 2014	Male
28	Zia Khan	2022/2023	Negeri Sembilan, 07 Februari 2014	Male
29	Jasmin Khan	2022/2023	Selangor, 20 Februari 2011	Female
30	Alaina Sulfa	2022/2023	Malaysia, 09 Agustus 2014	Female
31	Muhammad Endi	2022/2023	Sampang, 01 Desember 2011	Male
32	Mrs. Nesti			
33	Demi	2023/2024	Selangor, 8 Desember 2014	Male

From the description of Table 1 above, there are some invalid data marked with red

lines. The next work program is to re-validate the NISN students of the Jalan Kebun Guidance Studio [36]. So, the data on students who already have NISN are 21 students. And there are 12 students who do not have NISN yet.

Table 2. List of Names of Students at the Jalan Kebun Guidance Center who already have NISN

No	Name	School Year	Place/Date Of Birth	Gender
1	Alaika Farhan	2022/2023	Malaysia, 08 Agustus 2015	Male
2	Ashabul Kahfi	2022/2023	Johor, 20 Mei 2016	Male
3	Muhamad Ghazali	2022/2023	Pandeglang, 31 Januari 2015	Male
4	Muhamad Kholil	2022/2023	Selangor, 25 Mei 2015	Male
5	Alaina Sulfa	2022/2023	Malaysia, 09 Agustus 2014	Female
6	Alifian Dian Anggara	2022/2023	Balilpapan, 21 Mei 2014	Male
7	Chantiqa Akreiny	2022/2023	Medan, 07 Mei 2014	Female
8	Muhammad Adam	2022/2023	Kendal, 20 September 2014	Male
9	Muhammad Nur Fadlil	2022/2023	,27 Juli 2014	Male
10	Nur Dama Qaisara	2022/2023	Lhok Puntuy, 17 Agustus 2015	Female
11	Richo	2022/2023	Sampang, 20 Maret 2014	Male
12	Riyan Saputra	2022/2023	Lombong, 26 Desember 2014	Male
13	Zia Khan	2022/2023	Negeri Sembilan, 07 Februari 2014	Male
14	Muhammad Hasbullah	2022/2023	Klang, 06 Agustus 2013	Male
15	Nazrail Anaqie	2022/2023	Malaysia, 15 Agustus 2013	Male
16	Siti Aisyah Nurladinah	2022/2023	Pandeglang, 02 September 2013	Female
17	Hamidatul Faizzah	2022/2023	Selangor, 03 Mei 2012	Female
18	Jasmin Khan	2022/2023	Selangor, 20 Februari 2011	Female
19	Muhammad Endi	2022/2023	Sampang, 01 Desember 2011	Male
20	Nurul Manunna Arramadanie	2022/2023	Surabaya, 01 Mei 2011	Female
21	Muhammad Yoga Nor Fais	2022/2023	Pucang Permai, 16 Agustus 2011	Male

Table 3. List of Student Names of Garden Road Guidance Studios Who Have NISN

No	Name	School Year	Place/Date Of Birth	Gender
1	Muhammad Rayhan	2022/2023	Selangor, 23 September 2012	Male
2	Kharunaafsheen Mysha Fatoni	2022/2023	Selangor, 25 Juni 2016	Female
3	Sulis Ismawati	2023/2024	Kuala Lumpur, 02 Desember 2017	Female
4	Siti Rohmatul Aisyah Bt Putri	2023/2024	Selangor, 15 Juni 2013	Female
5	Muhammad Hafiz Syahputra	2022/2023	Selangor, 3 Juni 2011	Male
6	Nur Aisyah Amira	2022/2023	Selangor, 2 Mei 2013	Female
7	Nasywa Ryska	2023/2024	Selangor, 24 Maret 2017	Female
8	Md. Hendri Ramdhani	2023/2024	Selangor, 26 Juli 2012	Male

9	Sri Rahayu		Kuala Lumpur, 01 Desember 017	Female
10	Nur Hidayah	2022/2023	Selangor, 30 Desember 2016	Female
11	Mrs. Nesti			
12	Demi	2023/2024	Selangor, 8 Desember 2014	Male

From the results of data tables 2 and 3, it is said that table 2 already has an NISN and only needs to re-register to validate the 21 Student Names in table 2. For table 3 it is not said that it is in accordance with the data, because some of the data has not carried out learning at the Jalan Kebun Guidance Studio [2]. So, the final results of data recap for re-registration of NISN and registering students who do not yet have an NISN require data such as birth certificates, family cards, passports of fathers, mothers and children that have been uploaded via Google Drive which can be downloaded at any time and edited and even collected the data to the Indonesian Embassy and SIKL in the process of making the NISN.

Table 4. List of Names of All Students of the Garden Road Guidance Studio for the NISN Validation Process and Registering for NISN

No	Name	School Year	Place/Date Of Birth
1	Alaika Farhan	Ribai	Ani
2	Ashabul Kahfi	Salim	Marpuah
3	Muhamad Ghazali	Atro	Omi Dahliani
4	Muhamad Kholil	Irsan	Alawiyeh
5	Alaina Sulfa	Ribai	Ani
6	Alifian Dian Anggara	Mudianto	Harina
7	Chantiqa Akreiny	ALM. Tommy Situmorang	Reni Oktariana
8	Muhammad Adam	Alizar	Kayis Raudlo
9	Muhammad Nur Fadlil	Sodikim	Wahyu Stianingsi
10	Nur Dama Qaisara	Sukiman	Rini
11	Richo	Muheri	Haminah
12	Riyan Saputra	Sahlan bin Alan Japr	Uun Kurniasih
13	Zia Khan	Janangir Husain Khan	Nunung Rohayati
14	Muhammad Hasbullah	ABD Hari	Hatima
15	Nazrail Anaqie	Mukrim	Sri Rahayu
16	Siti Aisyah Nurladinah	Atro	Omi Dahliani
17	Hamidatul Faizzah	Mohd Azizi Shan Putra	Sariyun BT Kamil
18	Jasmin Khan	Janangir Husain Khan	Nunung Rohayati
19	Muhammad Endi	Maddiri	Mus Rifah
20	Nurul Manunna Arramadanie	Dehri	Salama
21	Muhammad Yoga Nor Fais	Raman	Pita Wati
22	Sulis Isnawati	Wahet Purwa	Sri Rahayu
23	Siti Rohmatul Aisyah Bt Putri	Buri	Ramulah
24	Muhammad Hafiz Syahputra	Abdul Khalid	Rosma Yanti Olong
25	Nur Aisyah Amira	Abdul Khalid	Rosma Yanti Olong
26	Nasywa Ryska	Marjani Din Mustofa	Maulina
27	Nur Hidayah	Widodo	Yayan Royanah

28	Demi	Damroni	
29	Muhammad Wan Khoiri Bin Abdullah		
30	Nurani	Bambang Wijaya	Nenti
31	Ramdheni	Bambang Wijaya	Nenti
32	Salsabella	Bambang Wijaya	Nenti
33	Arga Pratama	Dani Iriansyah	

Based on interviews and observations, researchers found that management activities were planned to improve teacher performance. Planning to improve the quality of a teacher's work can be done through a SWOT analysis (Strength, Weakness, Opportunity and Threat) [15]. The Kebu Controllstudio Road plan to increase teacher effectiveness was carried out by identifying teacher strengths and weaknesses.

The head of the guidance center has the responsibility to improve the work efficiency of teachers, which in turn affects the efficiency of the school organization. The strategic idea of the head of the guidance and counseling study is very important to increase the effectiveness of the teacher's work [12]. The organizational structure is very important for the implementation and implementation of all office activities, because each institution is a work unit, good management is needed to achieve certain goals, so that activities run according to their main tasks and functions. In order to coordinate them, each member of the body must be aware of the duties, powers and responsibilities of one another [12]. The operations described below are programmed by the Guidance Studio to improve teacher performance, namely:

Table 5. Teacher Performance Assessment

COMPETENCE	HOW TO ASSESS
PERSONALITY	
Work ethic, High Responsibility	Monitoring & Observasion
Behave in Accordance With Religious Norms Legas, Social	Monitoring & Observasion
PEDAGOGICAL	Monitoring & Observasion
Master The Theory of Leaarning	Monitoring & Observasion
Mastering the Characteristic of Students	Monitoring & Observasion
Student Learning Activities	Observation
Management of Potential Students	Observation
Assessment and Evaluation	Observation
PROFESIONAL	
Matery of Materials, Structure, Concepts, and Observation Taught Subjets	
Supporting Scientific Mindset	

The implementation of teacher performance management begins with organizing the staff involved so that each staff does not overlap in fulfilling their duties and responsibilities and working according to their respective mandates [3]. An organization collects and manages all the necessary resources, especially human resources, so that activities aimed at achieving goals can be carried out [24]. The change management implementing team has its own tasks and duties to improve teacher performance, and the implementation of these tasks

is in accordance with their position, so that each position is clearly visible in organizational activities [26].

4. CONCLUSIONS

From the results of the discussion above, the Jalan Kebun Guidance Studio service program contributes to the implementation of optimizing academic archive management and service effectiveness to improve the performance of Jalan Kebun Guidance Studio teachers with the work of recapping student data which is not systematically arranged to be sorted and accessible to anyone who has access for the acquisition of data information and teacher performance that influences the effectiveness of services for performance improvement. The performance of teachers who should only teach, but at the Jalan Kebun Guidance Studio, also intervened to assist in the process of verifying student data, which should have been the task of the administration section. With a shortage of staff at the Jalan Kebun Guidance Studio, it becomes very difficult to condition good performance management. Because this Guidance Studio is relatively new because it was founded about a year ago with a minimum of teacher workers. Therefore, hopefully in the future this guidance center can manage its Human Resource Management so that the Jalan Kebun guidance center can be even more successful. Schools are the government's concern for the symptoms that exist in society to improve the quality of education [7]. A very complex Bimbigan Studio problem with academic archives and performance improvement services. Efforts to improve the quality of education through (School-Based Management) in order to increase the quality, efficiency and equity of education, meet the needs of the community and cooperate with the government [22]. Based on the leadership duties of the school administration mentioned above, it is quite clear that teachers have the most important role important to improve the quality of guidance centers, especially the quality of students, and administrative management skills can be applied by teachers [6]. The method used in this work is a qualitative method, which can be understood as a research method that uses descriptive information in the form of written language. This study analyzes related phenomena managing optimization of academic archives management of Garden Road Guidance Studios and effectiveness of services that increase teacher performance Use of observational research methods, interviews, documentation, implementation stages and library research Problems in the garden manager's workplace become very difficult to solve [29]. At the same time, the teaching profession, or teaching, was transformed into an administrative profession. This means that the quality of the gardening workforce is not in accordance with what must be done in their respective fields. Therefore, the process of managing student information at the Gardening Council Studio was inaccurate, and some personal documents such as birth certificates, family cards, passports, and parents' telephone numbers were not filled out [18]. This raises problems that must be faced again by the manager. Head of Jalan Kebun Guidance Center In June, during the Free International Partnership Independent Learning Campus Muhammadiyah College Aisyiyah Work Lecture Program (KKN)/Educational KKN (KKN-DIK) activities a work program was conducted to collect data on all students, starting from the initial candidate to the final candidate [4]. This aims to obtain information about school financing since the first registration and ongoing learning at the Education Studio. Based on interviews and observations, researchers found that management activities were planned to improve teacher performance [25]. Planning to improve the quality of a teacher's work can be done through a SWOT analysis (Strength, Weakness, Opportunity and Threat). Jalan Kebun Plan Studio control to increase teacher effectiveness is carried out by identifying teacher strengths and weaknesses [28]. The head of the guidance center has the responsibility to improve the work efficiency of teachers, which in turn affects the

efficiency of the school organization. The strategic idea of the head of guidance and counseling study is very important to improve teacher's work effectiveness [19].

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