

The Influence of Student Administration on Education Quality through Student Management and Student Services in Education Administration

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ARTICLE INFO

Article history:

Received November 24, 2025

Revised December 8, 2025

Accepted December 15, 2025

Available online Januari 29, 2026

Keywords:

student administration, student management, quality of education, student services, educational administration



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ABSTRACT

Student administration is a strategic component of educational administration that manages all student activities from the admission process to graduation. Effective student administration contributes to improving the quality of education through systematic student management and quality student services. This article aims to analyze the role of student administration in improving the quality of education through student management and student services. The research method used is a literature study by analyzing relevant books and scientific articles published in the last ten years. Data analysis techniques were carried out through content analysis of the concepts, scope, implementation, and challenges of student administration. The results of the study show that student administration that is managed professionally, supported by system digitalization, human resource competencies, and clear standard operating procedures, can improve the effectiveness of student services and the quality of education. Thus, strengthening student administration is an important strategy in improving the quality of education in a sustainable manner.

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1. INTRODUCTION

Educational administration is the entire process of cooperation that utilizes human resources and other resources effectively and efficiently to achieve educational goals. In the context of schools, educational administration covers various fields, including curriculum administration, staffing, facilities and infrastructure, finance, and student administration. Each of these areas of administration is interrelated and contributes to the quality of education. Student administration is a process of managing students that involves planning, organizing, implementing, and supervising various activities related to students in the school environment. These activities include new student admissions (PPDB), student guidance services, data collection, interest and talent development, student progress evaluation, and graduation and alumni management (Suryosubroto, 2018).

In reality, a large number of educational institutions experience various challenges, including inaccuracies in student data collection, suboptimal use of technology, weak coordination between school units, and limited administrative staff competence (Fitriani & Yunus, 2020). This situation results in a decline in the effectiveness of educational services and difficulties in providing accurate information to support the decision-making process. According to Mulyasa (2017), student administration plays a crucial role in supporting school-based management, as it is closely related to the learning process and student development. Professional administration contributes to the creation of a supportive learning environment, improved discipline, and the facilitation of maximum student potential development. Student management

is the process of planning, organizing, implementing, and supervising all activities related to students. Student management aims to ensure that each student receives educational services that are appropriate to their needs, interests, and talents. Effective student management is characterized by accurate data, continuous monitoring of student development, and good coordination between teachers, homeroom teachers, and educational staff. With good student management, schools can intervene early in problems faced by students.

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2. METHOD, DATA, ANALYSIS

This study uses a qualitative approach with a literature study method (library research). Data sources were obtained from textbooks on management and educational administration, reputable national and international journal articles, and relevant educational policy documents. The literature analyzed was limited to publications from the last ten years in order to reflect the latest developments in the field of educational administration.

Data in the form of concepts, research findings, and theoretical study results related to student administration were analyzed using content analysis techniques. The stages of analysis include: (1) identification of student administration and student management concepts, (2) classification of the scope and practices of student administration, (3) analysis of problems and challenges in implementation, and (4) formulation of strategies for improving the quality of student administration. This analysis aims to obtain a comprehensive picture of the contribution of student administration to the quality of education.

3. RESULT AND DISCUSSION

Result

The results of the literature review show that student administration has a significant relationship with the quality of education. Schools that implement a structured student administration system are able to provide accurate student data that is easily accessible to all stakeholders. This data supports appropriate decision-making related to student guidance, services, and development. In terms of student management, effective student administration enables continuous monitoring of students' academic and non-academic development. Student attendance, learning achievements, and behavior records are well documented so that teachers and homeroom teachers can intervene early when problems arise.

In terms of student services, the results of the study show that guidance and counseling services, school health services, and interest and talent development services run more optimally in schools with good student administration. Fast and accurate services increase student satisfaction and have a positive impact on motivation and discipline in learning. In general, literature shows that student administration covers six main activities, namely admission of new students, student data collection and documentation, student guidance and services, monitoring of student progress, management of grade promotion and graduation, and alumni management. The quality of the implementation of these six activities is greatly influenced by the competence of human resources, the availability of technology, and the clarity of standard operating procedures.

Discussion

The findings of this study confirm that student administration is not merely an administrative activity, but a strategic part of education management. Effective student management enables schools to understand students' needs and potential more deeply, so that the learning process can be tailored to the characteristics of the students.

Student services integrated into the student administration system also contribute to improving the quality of education. Guidance and counseling services help students overcome academic and social problems, while welfare services support students' physical and mental readiness. This is in line with the view that the quality of education is not only determined by academic results, but also by the quality of the educational process and supporting services.

However, various challenges remain, such as the low level of administrative digitization, limited administrative staff competence, and suboptimal coordination between school units. Therefore, strategies to improve the quality of student administration need to focus on digitizing school information systems, providing ongoing training for administrative staff, developing standard operating procedures, and conducting regular monitoring and evaluation.

4. CONCLUSION

Student administration plays a strategic role in improving the quality of education through effective student management and services. Professional student administration, supported by digital systems, competent human resources, and clear procedures, can improve the quality of educational services and support the achievement of school goals. Therefore, strengthening student administration needs to be a priority in education management in order to achieve sustainable quality education.

Student administration is a crucial element in school management, responsible for organizing all student activities in a systematic manner. According to a review of the literature, effective administration is characterized by accurate data recording, structured student services, clear operational procedures, and adequate technological support. To improve the quality of student administration, schools need to digitize their systems, improve the competence of administrative human resources, and implement standardized SOPs. Thus, student administration can contribute significantly to improving the quality of educational services and supporting the achievement of school goals.

5. ACKNOWLEDGE

I express my gratitude to God Almighty, for His grace and guidance, I was able to successfully complete this research paper. I am very grateful to the principal, teachers, and all students who participated in this research to obtain the necessary data, allowing this research to proceed smoothly despite several obstacles. I extend my deepest gratitude to all those who have provided assistance, both directly and indirectly, who have provided valuable guidance, direction, and encouragement throughout the process of writing this research paper.

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