



# IMPROVING EFFICIENCY AND COMPLIANCE THROUGH SOP REVIEW AT PPPM BAITUL MAKMUR SURABAYA ISLAMIC ASRAMA IN ACCORDING TO THE SDGs

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**Abstract.** This observation was made to identify, describe, and compare patterns of sanctions or SOPs and criminal sanctions at PPPM Baitul Makmur. These observations are based on phenomena explained in natural words through interviewing and documentation techniques. The results of the analysis obtained data showing how the SOP is applied to PPPM Baitul Makmur, not only looking at the SOP section, in this journal we also make a comparison regarding the performance of the SOP and the sanctions applied to each student which may be useful for evaluating SOPs which are considered insufficient. As a reminder of the goals of SDGs 4 concerning Education which both build education for the better. 30 SOPs must be implemented and have 4 levels of sanctions if a student violates them. Of course, this SOP is very useful for students to remain disciplined, independent, and obedient to religion. This SOP was made by PPPM Baitul Makmur with the aim that all students can have good morals and have strong faith

**Keywords:** Islamic Boarding School, SOP, Education

## 1 Introduction

### 1.1 Background

PPPM Baitul Makmur Surabaya is a boarding school established in the city of Surabaya with the aim of guiding a student who is in accordance with the goals and vision of PPPM Baitul Makmur. Basically, the Islamic Boarding School prohibits religious knowledge and procedures for studying religious knowledge as well as possible in accordance with the rules. There are lots of activities that must be carried out by students from the PPPM Baitul Makmur Surabaya Islamic boarding school, so that students can have one of the benefits that are useful in applying it in the world of life. Of course, with the schedule of religious activities, general activities carried out by the students, the institution of the Islamic boarding school also has rules that must be carried out with good goals so that students can have responsibility for themselves. Some of the students have made a mistake which should not have been allowed to take actions that are outside the responsibility of the students and the rules made by the Islamic boarding

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school. One of the things with, the rules made by PPPM Baitul Makmur Surabaya in disciplining students in acting and doing something that is not good to do. For example, by making physical contact with the opposite sex who is not a mahram, where this has violated the rules of procedure that have been made by PPPM Baitul Makmur Surabaya. Islamic boarding schools are part of Islamic education in Indonesia, founded because of the demands and needs of the times. This can be seen from the Journey of History, Islamic Boarding Schools are Islamic religious educational institutions that have long existed in Indonesia and were established long before Indonesia's independence. Even before there were Dutch colonial-style educational institutions, pesantren existed. The development of Islamic boarding schools in Indonesia is relatively fast, this can be proven by the number of Islamic boarding schools in each region. Pondok Pesantren is a gathering place for people to study Islam. In addition, students live near their religious teacher in the vicinity of the Islamic boarding school. This can be clarified that pesantren is a place to study as well as a place to live.

As one of the systems of the national education system, Islamic boarding schools have a very important position and role in efforts to educate the nation's life through education and mental and character development so that they become quality human beings. loaded with faith and piety as well as mastering science and technology to improve the quality of human resources. Islamic Boarding Schools in their original form cannot be equated with school education institutions as they are widely known today. also determined by the community in the environment that supports the pesantren. The growth of Islamic boarding schools and their spread to remote villages is an integral part of Islamic broadcasting in Indonesia. When viewed from the public's interest in entering Islamic boarding schools every year it continues to increase so that it is necessary to study in depth the current development of Islamic boarding schools in accordance with their educational mission, namely to produce religious quality students. Likewise with the PPPM Baitul Makmur Islamic Boarding School in Surabaya, at Jetis Kulon.

## 1.2 Problem formulation

- 1) What is PPPM Baitul Makmur Surabaya Poskestren? What is the organizational structure of this poskestren? Since when was this poskestren founded?
- 2) How about management within the poskestren organization? Are there any requirements for entering or registering at the poskestren? What is the average age for registering at the poskestren?
- 3) How many total students are there from the poskestren? What are the programs in poskestren? Are there operational hours set by the poskestren?
- 4) How is the funding for implementing poskestren? How is the working system of the poskestren as a whole? How many years or months are there obstacles/constraints? How to deal with problems that have occurred?
- 5) Are there any specifications that are different from other poskestren? Is there a distribution of daily food to the students? Are there any supporting facilities for the security of Islamic boarding schools? How do guardians supervise their children?

### **1.3 Research objectives**

The purpose of the research that can be used is to make comparisons of the SOPs of the Baitul Makmur Islamic Boarding School and other Islamic Boarding Schools. besides that, this, it is also an added value for evaluation material for the PPPM Baitul Makmur Islamic Boarding School

## **2 Methods**

The research used in the current study uses the observation method. His understanding of this observation method is a data collection technique that is carried out by observing one of the events or phenomena that occur in one particular subject or object systematically and objectively.

## **3 Findings and Discussion**

Islamic boarding school is one place that is used to increase knowledge. The knowledge gained in Islamic boarding schools includes knowledge obtained from everyday school materials in general and then the knowledge gained is religious. Initially, several years earlier, the people who founded Islamic boarding schools only accepted and focused on it as a place to add religious knowledge. However, some of the founders of Islamic boarding schools in Indonesia have established Islamic boarding schools that can also study Islamic religious knowledge as well as study world knowledge, at the school level up to lectures.

One of the Islamic boarding schools that has a policy or procedure for opening and accepting students by carrying out a system of studying religious knowledge and also world knowledge is the Baitul Makmur Islamic Boarding School for Students and Students (PPPM) Surabaya. PPPM Baitul Makmur Surabaya itself is also a boarding school that accepts students from junior high school to high school level as well as one of the students. The goal itself is for the students who are in Islamic boarding schools.

The results of several interviewees regarding the rules applied to the PPPM Baitul Makmur Islamic boarding school in Surabaya, namely Radeya Haris Ulul Azmi (health section), Bhenica Windy (equipment section), and Rizkiya Aini Nur Romuri (cleanliness section). In the interviews, the results obtained were collected into one where some of the answers from the sources had something in common.

With the rules made by PPPM Baitul Makmur Surabaya, there are several regulations that are still explained in regulation regarding details in Islamic boarding school regulations.

There are several differences in Islamic boarding school regulations with each different policy. As an example, type Y boarding schools have the following characteristics: where the students live in dormitories, the educational curriculum is a combination of

the original pesantren learning pattern and the madrasa/formal school setting so that the curriculum is clear, apart from that the mosque also has a special place that functions as a school/ madrasa. Type Z Islamic boarding schools are Islamic boarding schools that distinguish between Islamic boarding schools and formal education, so Islamic boarding schools appear to be only a place for students to live because students study at madrasas or schools that are outside the environment and do not belong to Islamic boarding schools. Study time at the pesantren is usually done after the students have finished studying at the school/madrasah (when they are in the hut/dormitory).

Just an example of comparing moral education to the character formation of the Sukamanah Tasikmalaya Islamic boarding school which is the same as the disciplinary policy that is in PPPM Baitul Makmur Surabaya using modern means of communication. In order to help facilitate the flow of communication between parents and students, the Islamic boarding school has especially provided security, namely in the form of a special telephone that is not based on a smartphone. All students are allowed to use the telephone when they really need it to communicate with their parents or guardians. Meanwhile, to find out the situation and developments in the outside world, students are allowed to access computers every Thursday and Friday afternoon. Of course, it was hard for students to face situations like this at first, but by getting used to being accompanied by strict sanctions without being given the return of their cellphones forever or being subjected to these sanctions being replaced with a fairly high nominal fine, slowly the students will be able to and familiar with the environment that has been implemented from the Islamic boarding school policy. Some things that are also allowed to use access to use cellphones, PPPM Baitul Makmur Surabaya allows viewing information on the Whatsapp application from school or lecture groups related to assignment information or the latest information regarding transfer schedules or the progress of class hours. [1].

Giving sanctions to students related to the rules that have been made, various ways to give a sanction when students make mistakes that have already been made or violated with several reasons that they make when students make mistakes intentionally or unintentionally. Because after all, mistakes still cannot be justified for certain reasons. There are still sanctions that must be accepted by the students when they do.

The Daar el Qolam Islamic Boarding School requires its students to take part in activities designed to deepen their expertise in Islamic religious scholarship such as visual activities such as reading, writing, conducting experiments and demonstrations, oral activities such as giving speeches, girl's heart, poetry, question and answer, discussion, listening activities (listening activities such as listening to teacher explanations, lectures, directions, motor activities such as student gymnastics, athletics, painting, drawing and writing activities (writing activities) such as composing, writing papers, write letters, write beautiful Arabic (calligraphy). Just like at PPPM Baitul Makmur, some activities must be followed by the students but at PPPM Baitul Makmur the number is fewer than at Daar el Qolam Islamic boarding school, with activities consisting of PPPM BM students are required to take part in PPPM coaching programs to become a

Scholar Mubaligh/ghost, For example, Routine recitation, reading coaching, memorization, soft skills, teaching practice, worship practice, and other PPPM activities. In the activities at Daar el Qolam 2 Islamic boarding school, students are required to take part in khotmil Qur'an, which is an activity to read the Qur'an which aims to complete the Qur'an. This activity is carried out every time after the 5 daily prayers, with the aim that the students can always get used to reading the Qur'an after the 5 daily prayers. This activity is the same as PPPM Baitul Makmur, with the same goal but the implementation of the activities is different in PPPM Baitul Makmur, that is, every student is required to attend regular recitations every Monday - Friday both morning recitation and evening recitation and recitation activities held on the following day. Saturdays and Sundays are good for PPPM, groups, villages, and regions. This activity has the same goal, namely that the students can always get used to reading the Qur'an. [2].

In this case, it is related to something that is made up of rules from a boarding school to make a procedure as a function of performance or to maintain morals as a discipline for students to comply with existing regulations. What will it be related to the existence of some sanctions from the Islamic boarding school if the rules that apply do not go well according to what has been determined and made by the Islamic boarding school? In PPPM Baitul Makmur there is a code of conduct that must be applied by the students. If the rules are violated there are also sanctions that are obtained by students who violate them. PPPM Baitul applies 2 sanctions received by its students, namely a warning letter, this warning letter contains a warning to students who violate it, giving this warning letter is limited to 3 giving warning letters. If more than 3 violation warning letters are still carried out, the final punishment will be given to the santri, namely expulsion from PPPM Baitul Makmur. Compared to PPPM, which only has 2 other forms of sanctions, as is the case with the Daruttaqwa Gresik Islamic Boarding School, there are 5 stages of sanctions in the boarding school, namely the first. big mistake made.

The second punishment is Educational punishment and administrative punishment, When rebuke and advice cannot make students do good and students the If you continue to commit violations many times, students will be given educational punishments, for example, reading sholawat in front of the cleric's house, reading manaqib for several hours, reading nadhaman and so on. This educational punishment is usually accompanied by administrative punishment, namely notifying the students' guardians of the violations committed by the students. The third-degree punishment is punishment social, that is violations of discipline at a moderate level, such as not attending pre-school repeatedly, returning home without the permission of the pesantren administrators and caregivers, smoking in the pesantren area, and so on will be given sanctions in the form of social punishment, namely cleaning the Islamic boarding school yard, cleaning the Islamic boarding school bathrooms, cleaning boarding schools. Furthermore, fourth-grade punishment is Material punishment. Sanctions for violating the rules can also be material, such as donating to Islamic boarding schools by buying cement and so on. And the very last level that is Punishment is physical. The last alternative in imposing

sanctions at the Daruttaqwa Gresik Islamic boarding school is corporal punishment and corporate punishment. [3].

For example, students are hit by their calves, students are shaved bald, and dried in front of the Islamic boarding school. The violations committed by students are usually stealing, going home without permission, and smoking in the Islamic boarding school area. Santri are not immediately given sanctions but are given the choice to choose punishment because students usually do not want to be given social punishment and material punishment, so they prefer physical punishment. The final sanction is also given if the santri commits the most serious violations of the discipline such as the santri committing immoral acts, committing deviant acts violating religious values such as adultery, drunkenness, stealing, and so on. This punishment was given by the caretaker in the form of leaving the pesantren.

In PPPM BM students are required to maintain the cleanliness and tidiness of their respective rooms and the cleanliness of the PPPM complex and are prohibited from scribbling on walls or fences. It's the same as the regulations in Pondok Modern Gontor, namely having hygiene and health rules, including prohibiting littering, prohibiting eating rice in the room except for those who are sick, and maintaining a lot of cleanliness in the residence.

In Pondok Modern Gontor discipline must be maintained, such as dressing neatly in everyday life, uniforms must follow the nature of education set by Pondok Modern Gontor, must wear a belt when wearing a pitcher, picket pickets must be wearing picket uniforms wearing clothes according to the event and time [4].

Then in the Gontor Modern Islamic Boarding School, there are also sanctions for violations, there are 3 levels of punishment applied by the Gontor Islamic Boarding School, namely First a minor violation this punishment is given to ensure a violation, on the spot, lightly, the second is a moderate violation. The second level of punishment given is in the form of baldness. And the last one is Serious Violation. The punishments include deportation from the boarding school, suspension for about a year, or summoning the parents for further persuasive counseling with a disciplinary contract. The number of sanctions is almost the same as the sanctions at PPPM Baitul Makmur for the first level in the form of a warning and the last level of expenditure, but what is different is that the Modern Gontor Islamic Boarding School does not use warning letters 3 times but uses direct punishment.

Maybe some of you may have some assumptions about how to apply SOPs that are only relevant to complex businesses and organizations. Namun, itu pasang untuk keci bukan aspect yang yang palang keci. Sometimes a few people may not realize that they are following a certain step-by-step process in applying or threatening a procedure that is made by an organization at the level of their routine function [5].

Regarding more clearly what is meant by Standardization itself, which can be interpreted as an activity that arises from the existence of a solution to the repeated application of various problems in various disciplines including in matters relating to a piece of knowledge, and aims to achieve an optimal level of discipline and order in a certain context. Basically, as usual, the implementation activity itself consists of several processes of establishing (defining, formulating, and issuing) and implementing standards. Therefore, the standard has the result of activity in standardizing, and the quality context of the system consists of quality implementation procedures [6].

Like PPPM Baitul Makmur, it provides a standard for applying discipline to its students not to behave haphazardly and take actions that can indeed trigger them not to focus on the main goal of participating in activities in the Islamic boarding school. Students learn to know Islamic teachings that are the same as those in the Koran, by attending a boarding school the application is more specific and can be done directly regarding Islamic rules.

Baitul Makmur Surabaya made standardization of the system in strengthening the quality of religion in this institution, developed to make students love the Qur'an. When viewed from the context of the above ideas, there are two objectives of Islamic boarding schools; first, the specific goal is to prepare students to have religious and non-religious knowledge, and second, the general goal is to guide students to become human beings with Islamic personalities who can put their knowledge into practice. This is what is called the character of independent living, which originates from its value system. The personality system formed by Islamic boarding schools is to become human beings who make students have Islamic personalities and can practice their knowledge and morals. What you need to know when preparing an SOP, the thing to remember is not to ignore anything, maybe even from a small meaning without exception when you feel uncomfortable, you still have to be neutral, and in line with the initial goal in making a policy or a procedure. Just because you know something doesn't mean that someone else does. The procedure makers in making it must have the courage to go step by step and not assume that the technicians in the future know what to do next unless they are told [7].

Its purpose is to write SOPs to provide all the information to people needed to do the job properly. They help to ensure that the procedure is carried out correctly and consistently because variations can be very expensive. SOPs can be used as a set of 'performance standards'. They are important in setting and enforcing work standards. They help ensure the same tasks are consistently performed by all workers. At the same time, it serves to define an acceptable level of performance for a task [8].

In this context, it ensures that the agency or organization performs its duties correctly and consistently to achieve the desired quality results through uniform performance. The SOP itself must be recorded or summarized in a format adapted to the type of organization and its unique requirements. According to the needs of the desired context in making its context, organizations or institutions adapt different models to find out

the format of the SOP, they make for their future goals, even though later there will be a basis for some of the components having the same thing. This procedure was made by the center of the Baitul Makmur Surabaya PPPM institution in improving the quality of its students in carrying out Islamic boarding school activities [9].

The actions that are considered in this study must also be known from the point of view of the students where first, the actions of the interior students where each action is measured based on a set of values. In this explanation that a value becomes a benchmark for comparison and a normative guide in carrying out each behavior. Second, a personal personality who is brave and makes himself a person has his own principles in terms of various situations. The character of the santri will be able to build a relationship of mutual trust in one another. Third, autonomy means that someone internalizes external values so that they become personal values. Of course, this character will be a trait that is attached to a person so that he can commit and make his own decision to act in carrying out deeds [10].

The pattern of forming disciplinary attitudes carried out at the Al-Ishlah Islamic boarding school is through several approaches, including providing guidance where students are given understanding and direction regarding the importance of discipline in students, and setting good and ethical examples in Islamic boarding schools by caregivers and the whole community Islamic boarding schools, and through Islamic boarding schools culture, namely the provision of habits in the form of a series of rules and activities carried out in Islamic boarding schools. This is the same as that implemented by PPPM Baitul Makmur Surabaya in disciplining students [11].

The students committing violations were caused by internal factors of the students such as inadvertence, laziness, not being used to the rules at the boarding school and still getting used to the habits carried out at home, tired physical conditions due to the busy schedule of the students' activities so that the students sometimes did not participate in several existing activities, feeling bored and bored which causes students to vent by violating the rules, not being able to manage time, emotional conditions that are unstable and impulses of passion which make students choose to break the rules. In addition, external factors also have a major influence on the non-compliance of students with the rules, namely the influence of the behavior of peers the students, unfavorable environmental conditions and situations, lack of understanding from friends, and waking up late which can violate the rules of the students. The influence of peers is the main external factor that influences students' non-compliance with the rules. This rule is also enforced and applied to PPPM Baitul Makmur Surabaya, the majority of students from within the average santri study college where there are assignments from the campus which are indeed their own responsibility to organize properly [12].

Therefore, it is important to apply discipline to students. PPPM Baitul Makmur also provides rules of conduct not only for making but also for awareness of students in behavior. Discipline for students is very meaningful for progress in Islamic boarding



schools, Islamic boarding schools that comply with applicable laws will create a good teaching and learning process. On the other hand, if a pesantren is not disciplined with laws, the conditions will be much different. Violations that occur are considered normal and to correct such a situation is not easy. This requires motivation and direction from various parties to change it, so that various types of violations of the discipline and discipline of the pesantren can be prevented [13].

## 4 Conclusion

Based on the observations and comparisons that have been made, it can be concluded that is true about the implementation of SOP and Sanctions at PPPM Baitul Makmur can run well. This SOP is made based on the classification of the needs of each student. then the SOP applied at PPPM Baitul Makmur is almost the same as the SOP at other Islamic boarding schools and the SOP at PPPM Baitul Makmur is made simpler because the majority of those who are members of the Islamic boarding school are students from local universities, so they don't have to be at Islamic boarding schools every day full. then the sanctions given are also not burdensome to the students compared to other Islamic boarding schools which have many levels of sanctions applied. With this SOP, it is hoped that the students will be able to apply it properly and have no objections to being in this Islamic boarding school because all the contents of the SOP have a good purpose for the students and in it also regulate the students so that they can live in a disciplined, independent and obedient manner. rules in religion.

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