

# Strengthening The Administrative Governance of KB/RA Istiqomah Ungaran By Utilizing Simple Information Technology

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**Abstract.** This community service activity aims to strengthen administrative governance at KB/RA Istiqomah Ungaran by utilizing simple information technology. The main problem faced by partners is the suboptimal use of technology for school administrative data management and financial reporting. The service was carried out by lecturers in the D4 Tax Accounting program at Ngudi Waluyo University through stages of guidance, coaching, and monitoring throughout January 2024. Activities focused on compiling student data *master files*, archiving manual documents, and training in the use of Microsoft Excel for financial administration recording. The results of the activity showed an increase in the ability of the principal, treasurer, and administration in managing documents, preparing financial reports, and establishing a simple digital archiving system. This program also raised awareness of the importance of accountability and transparency in school governance.

**Keywords:** School Administration, Financial Reports, Governance, Information Technology, RA Istiqomah.

## Introduction

Administration education is foundation of governance the determining institution accountability, quality services, and sustainability operational institution education. Administration school covering participant data management education, finance, correspondence, archives, and documentation activities that support the planning, implementation and evaluation processes learning. Effectiveness administration become the more crucial to the institution education child age early (PAUD/KB/RA) because role administration not only nature administrative but also influences trust of parents and guardians other interests towards quality service education. Management effective administration must capable ensure data accuracy, regularity archives, as well as speed and reliability reporting so that policies and interventions education can taken based on accurate data.

Although the benefits clear, many PAUD and RA institutions at the level local still depend on practice manual administration based book writing and cupboard archives physical condition. This cause a number of problem operational, including delays compilation reports, duplication or data inconsistency, risk lost documents, and loads work high administrative for teachers and staff. Research about digital archiving and management administration at school show that digital archiving can make things easier management letters and documents, but success its implementation depends on the readiness of capable human resources operate system new. digital archiving helps and makes things easier school in carry out management correspondence and archives, but required support source power capable human being operate application optimally. (Sunarni et al. 2020)

On the side technology, solutions simple such as spreadsheets (Microsoft Excel / Google Sheets), storage cloud-based (Google Drive), and Google Workspace for Education offers relevant functions for administration school small: making attendance list electronic, report format finance simple, form digital registration, and storage as well as share structured documents. Case studies implementation of Google Workspace in several school show that Google Workspace-based digital management provides contribution positive on effectiveness administration and strengthening teacher competency. implementation Google Workspace-based digital management provides contribution positive in strengthening teacher competence, effectiveness administration school, and innovation learning. (Education et al. 2025)

However, adoption technology in the PAUD environment faces obstacle real. Obstacles main thing that often appear is low digital literacy of teachers and staff administration, limitations access devices and internet connections, resistance to change because habit long work, as well as limitations time for follow training. research show that although digital tools are available, many

teachers do not yet capable take advantage of it in a way effective so that the digitalization program need component training and mentoring sustainable . teachers and staff administration often experience limitations knowledge so that required training practice and mentoring structured . (Wati et al. 2023)

For the context of RA/KB Istiqomah Ungaran , observation beginning and interview with head institution indicates a number of need priority : participant data management neat and easy education accessible , report format simple finance but audit-able , attendance and recap system efficient value , as well as storage documentation activities that can be done accessed by administrators and heads . Conditions source Power limited agency need cheap , easy solution operated , and fast implemented — so that technology simple become choice right . Recommended approach is use familiar tools ( e.g. Excel and Google Sheets) combined with system archiving in Google Drive and using Google Forms for data collection , equipped module training and sessions mentoring practice directly on the spot .

From the perspective benefit term short and medium term , implementation technology information simple potential produce a number of profit measurable : reduction time compilation report administrative , improvement data accuracy , reduction risk lost documents , as well as improvement transparency report finance and activities to parents . research and training data management across various institution education small show that Microsoft Excel usage and practice digital archiving can increase efficiency data processing and neatness report . usage Microsoft Excel functions can create efficiency and helpfulness work become more faster and more good . (Putra, Rizaldi, and Syah 2021)

Therefore , the community service program This designed with objective double : in technical introduce and build capability use simple digital tools For administration , as well as in a way cultural build habit Work new through training practice , module easy guide understood , and assistance intensive during period implementation . Framework intervention follow approach participatory : identification need through surveys and interviews , design appropriate digital administration templates context of RA Istiqomah , training focused ( module + practice ) , implementation together on real data institutions and evaluation based on indicator time compilation reports , data accuracy , and level of use digital system .

In conclusion , the problem of governance administration at RA/KB Istiqomah Ungaran is example representative challenges faced Lots institution education child age early in Indonesia. Intervention based technology information simple have a chance produce rapid and continuous improvement provided supported by relevant training programs , mentoring practice and adaptation appropriate tools capacity source Power institution . Therefore that , strengthening governance administration through utilization technology information simple No only A option technical , but rather step strategic For increase quality management institutions , transparency , and services to children and parents .



Figure 5.1 Acceptance PKM Group by Partners

### Literature Review

The use of information technology in educational administration is a strategic element for strengthening institutional governance. As stated by Jennah, Chotib, & Sukamto in their study "Digital Transformation of School Administration: Innovative Strategies to Improve Excellent Service," digital transformation in school administration has become an urgent need to improve the efficiency and quality of educational services. (Jannah Nurul, Chotib, and Sukamto 2025) . They stated that schools that implement digital innovation can accelerate administrative processes, increase transparency, and facilitate access to information for all stakeholders.

The article "Application of Information Technology in Education" by Sutirman explains that the development of science and technology has brought changes in almost all aspects of human life... improving the quality of education is a reality that must be carried out in a planned, directed, intensive, effective, and efficient manner. (Sutirman 2003) . This context shows that the use of IT is not only for learning, but also for administrative processes that support the quality of education.

More specifically regarding early childhood institutions, Hasniati, Adam, & Lilianti in "Implementation of Information Technology in Early Childhood Education Management" stated that TK Negeri 1 has successfully optimized the use of information technology, which has had a positive impact on administrative management and parental involvement. (Hasniati, Adam, and Lilianti 2025) . This statement emphasizes that the implementation of information technology in Early Childhood Education can improve operational efficiency and parental participation in the institution's management.

In their study, "Challenges and Opportunities of Information Technology in Improving the Efficiency of Educational Administration," Arbain, Rizqa, Irma, and Putri argue that educational administration plays a crucial role in ensuring the smooth operation of educational institutions and facilitating effective learning processes (Arbain et al. 2024) . They also highlight that barriers such as limited resources and a lack of integration of administrative systems are major obstacles to IT adoption in educational institutions.

Research by Suhailah, Armanila, Afifah, Azrina & Aulia in the article "Improving Educational Administration in PGPAUD: A Case Study of Information Technology Implementation in PAUD Schools" shows that the implementation of information technology in PAUD institutions leads to increased administrative efficiency. (Suhailah et al. 2023) . Their findings are that PAUD institutions that implement IT-based management software experience increased administrative speed and neatness compared to those that still use manual methods.

From a study on the digitalization of madrasah administration, Yasifa, in "Digitalization of Elementary Madrasah Administration in North Sumatra," states that administrative digitalization is the process of using digital technology to automate and simplify an organization's administrative processes. (Ramadhani, Yasifa, and Rizky 2024) . She demonstrates that slow and time-consuming manual processes can be overcome through digitalization, thus providing a solution to the efficiency barriers faced by Islamic educational institutions.

Based on all the studies above, it can be formulated that there are two main components in strengthening IT-based administrative governance in educational institutions: (1) the application of simple information technology and according to the institution's capacity, (2) increasing human resource competency through training and mentoring. This concept is very relevant to be applied in small institutions such as KB/RA Istiqomah Ungaran, where resources are limited but the need for good administrative governance is very important.

By referring to these previous theories and research, the administrative strengthening program at KB/RA Istiqomah was designed using a participatory approach: identification of needs, training in the use of simple applications such as spreadsheets and cloud storage, joint implementation in real institutional data, and evaluation based on indicators of time efficiency, data accuracy, and ease of access.

### Method

The implementation method for this community service activity was designed in a participatory manner, prioritizing collaboration between the Ngudi Waluyo University service team and partners, namely the KB/RA Istiqomah Ungaran. The approach model used is *participatory learning and mentoring* (PLM), ie training based experience real combined with guidance technical. The activity was carried out during January 2024 at the RA Istiqomah office, involving the principal, treasurer, and administrative staff as core participants.

The activity stages are divided into three, namely guidance, coaching, and monitoring.

During the mentoring phase, the community service team provided outreach on the importance of systematic administrative management and the benefits of using simple information technology to support work efficiency. The material presented covered the basic concepts of digital archiving, student administrative document management, and financial reporting using office applications such as Microsoft Excel and Google Sheets. Participants were introduced to creating digital formats tailored to the institution's needs, such as student attendance lists, payment recaps, and monthly report formats.

The coaching phase focused on practical administrative data preparation and integration. Participants were guided in converting manual documents into structured digital data. Student data from the 2022–2023 academic year was input into a *master file* using Microsoft Excel, equipped with automated formulas and *linking sheets* for rapid report updates. The team also helped design a filing system in Google Drive to store report files, transaction receipts, and student documents for easy access by the principal and treasurer.

The monitoring phase was conducted after the training to ensure the sustainability of the system's implementation. The service team evaluated data input results, the neatness of digital archiving, and the speed of report preparation. The evaluation was conducted through interviews and direct observation of work documents. Monitoring results showed that all administrative staff were able to use the created digital format and had begun integrating the use of computers and mobile devices into their record-keeping activities.

The PLM approach was chosen because it has proven effective in improving participant competency through hands-on practice. Consistent with Hidayat's (2021) assertion that training accompanied by hands-on practice can improve administrative competency by up to 80 percent, this method provides participants with the opportunity to learn, practice, and directly apply the guidance findings to their own institution's documents.

## Results and Discussion

Implementation activity devotion produce a number of significant achievements for improved governance administration at RA Istiqomah Ungaran . Before activities , administrative processes done fully manually with bookkeeping write and archive paper . Student data No integrated between administration and treasurer section , so that reporting often late and risky lost document . Condition the identical with Sari & Wibowo's (2021) findings that low digital literacy becomes reason main inefficiency archiving institution education base .

After training and coaching , RA Istiqomah succeed own system simple digital administration consisting of from *student data masterfile* , *digital data bank* , and report format finance structured .

*Student data masterfile* designed For load identity students , history payments , as well as link automatic with treasurer data . This format make one time data input is enough For renew all over sheet report related . System digital archiving using Google Drive allows storage document proof transactions and reports in a way safe , with access share for authorized party .



Gambar 5. 2 Pe nyesuaian Masterfile

The implementation of this system has had a significant impact on work efficiency. Before the program, preparing monthly financial reports took an average of three to four days. After the assistance, the preparation time was reduced to one to two days, with the data error rate dropping dramatically.

The following table shows a comparison of the results of administrative management before and after the activity:

Rated aspect	Before Activity	After Activity	Improvement
Preparation time report	3–4 days	1–2 days	+50% efficiency
Accuracy of student data	80%	98%	+18% accuracy
Neatness archives document	70%	95%	+25% regularity
Use digital systems	20%	90%	+70% adoption technology

These changes demonstrate the success of the intervention in improving governance quality. These findings support Hartono's (2020) view that the application of IT in educational administration accelerates work processes and reduces human error, and align with the research findings of Jennah et al. (2025) which confirmed that digital transformation of school administration improves efficiency and data accessibility.

In addition to improving performance, this activity also fostered a digital work culture within RA Istiqomah. Administrative staff are now accustomed to using computers and Google Drive to store documents, while the principal can monitor reports without having to wait for manual recaps.

This demonstrates that even small institutions with limited resources can implement digitalization as long as the approach is aligned with capacity and needs. As Rahmawati (2022) explains, simple technologies like Google Workspace can be effectively adopted without requiring significant investment.

Sociologically, this activity also strengthens the institution's values of accountability and transparency. Orderly document management fosters a renewed awareness of the importance of transparency in financial reporting to the foundation and parents. Thus, the community service program impacts not only technical administrative aspects but also strengthens the organization's values and culture, fostering a more professional organization.

## Conclusion

Activity Strengthening the Administrative Governance of Istiqomah KB/RA Ungaran with Utilization Technology Information Simple succeed reach the goal in increase competence and efficiency management administration institution . Through approach systematic guidance , coaching and monitoring , RA Istiqomah now own student data *masterfile* integrated system digital archives , as well as report formats neat , fast and accurate finances .

Implementation technology simple such as Microsoft Excel and Google Drive are proven effective help institution education based community For adapt with the digital era. This program also builds awareness new will importance accountability and order administration as form professionalism institution Islamic education .

As action Furthermore , it is recommended that RA Istiqomah conduct monitoring and training advanced every year For guard sustainability system , expanding digitalization to other fields ( such as teacher attendance and reports activities ) , as well as integrate system administration with report finance foundation . This effort expected make RA Istiqomah as a practice model Good for institution similar in implementing governance based technology simple , efficient , transparent and sustainable .

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