

# CONTROL AND MAINTENANCE OF MATERIALS AT FACULTY OF FINE AND APPLIED ARTS, SUAN SUNANDHA RAJABHAT UNIVERSITY

**Kittipong Itsaranuthep<sup>\*</sup>, Jirawat Kannok<sup>\*\*</sup>**

<sup>\*</sup>, <sup>\*\*</sup> *Faculty of Fine and Applied Arts, Suan Sunandha Rajabhat University, Bangkok, Thailand*

*E-mail : <sup>\*</sup>Kittipong.it@ssru.ac.th, <sup>\*\*</sup>Jirawat.ka@ssru.ac.th*

## ABSTRACT

This research study aims to explore two key areas: first, the process of controlling and maintaining materials at the Faculty of Fine Arts, Suan Sunandha Rajabhat University, and second, to develop a manual for practical implementation within the faculty. The study's scope also includes adapting and refining these practices to enhance operational efficiency.

### **The results of the study revealed that:**

1. The material control and maintenance processes at the faculty level within Suan Sunandha Rajabhat University are aligned with the Ministry of Finance's regulations on procurement, contracting, and state property management, as stipulated in 2017. Each faculty implements these procedures to ensure compliance.

2. The development approaches for the system of controlling and maintaining materials at the Faculty of Fine Arts at Suan Sunandha Rajabhat University were found to enhance operational processes. These include:

a. Utilizing technology for document requests and submissions, such as E-mail, Facebook, Line, etc., for material requisition, which speeds up the documentation process.

b. Upon receiving material requests, listing items on requisition forms, preparing materials, and allowing personnel to sign the forms for immediate material acquisition, there by streamlining the process.

c. Regularly checking inventory balances and preparing monthly summary reports of remaining materials for executive review.

d. Efficiently integrating technology into the system to reduce steps and time in operations, minimize errors, and enhance communication channels, leading to improved operational outcomes.

**Keywords:** Material Control, Maintenance, Streamlining The Process

## INTRODUCTION

Material management and maintenance are vital operations for every type of business, including marketing, finance, production, service, and in both public and private educational institutions. These entities annually allocate significant budgets for various equipment and materials related to academic departments and dean's offices. Each item must be procured and preserved until its utilization, supporting and serving the related academic departments and dean's offices.

The Faculty of Fine Arts at Suan Sunandha Rajabhat University has developed and prepared for advancing in educational management. Consequently, procurement and contracting are essential for operations to meet the material and equipment needs of each department/division. Efficient and cost-effective use of these materials is crucial for optimal operational effectiveness. Material procurement, control, and maintenance are imperative for

convenience, speed, and preparedness in various operations. Without proper procurement and control, issues such as complications, inventory discrepancies, annual audit problems, and others may arise, impacting the overall administration of the Faculty of Fine Arts. Therefore, those responsible must continuously update and correct the material management practices in accordance with relevant laws and regulations to ensure currency and accuracy. Given the challenges identified in the management of materials and equipment as described, it is imperative for the administrators and those involved in material management at the Faculty of Fine Arts, Suan Sunandha Rajabhat University, to find solutions to these issues. The objective is to enhance the efficiency of material management operations within the educational institution, facilitating more convenient, rapid, and effective processes that support and improve teaching and learning activities.

In light of the aforementioned necessity, the author has prepared a manual for the practice of material control, supervision, and maintenance at the Faculty of Fine Arts, Suan Sunandha Rajabhat University. This manual serves as a practical guide for conducting operations and can be used interchangeably by relevant personnel.

**The research objectives are as follows:**

1. To create a manual for practical operations.
2. To enable personnel to perform tasks interchangeably.

## **RESEARCH METHODOLOGY**

The research utilized the following research tools and procedures to achieve its objectives:

**1. Population and Sample:** The study focused on two groups of individuals within the academic support staff and lower-level management of various faculties at Rajabhat Suan Sunandha University. The two groups were as follows:

Group 1: Those who provided in-depth interview data. This group included personnel involved in academic support and lower-level management from six different faculties, with one representative from each faculty, totaling 6 participants.

Group 2: Those who responded to the survey. This group was selected using purposive sampling and included academic support personnel from six different faculties, with one representative from each faculty, totaling 6 participants.

**2. Development of Research Instruments:** The research instruments, such as interview protocols and survey questionnaires, were developed to collect data from both groups of participants.

**3. Data Collection: Data was collected through two main methods:**

In-depth Interviews: Group 1 participants were interviewed in-depth to gather qualitative data.

Surveys: Group 2 participants responded to surveys designed to collect quantitative data.

**4. Data Analysis:** The collected data, both qualitative and quantitative, was analyzed to draw conclusions and insights related to the research objectives. The research followed these steps to meet its objectives of creating a manual for practical operations and enabling personnel to perform tasks interchangeably in the field of controlling, maintaining, and managing materials within the Faculty of Fine and Applied Arts at Rajabhat Suan Sunandha University.

The research used structured interviews and surveys as research tools to collect data. Here is a breakdown of the data collection process:

**1. Structured Interviews:**

These interviews were conducted with lower-level managers regarding the issue of score level submission within the faculty-level organizations. The interviews focused on

gathering information related to the submission of score levels. The interviewees included personnel from the finance and procurement departments responsible for score level submission within faculty-level organizations at Rajabhat Suansunandha University.

## **2. Data Collection Process:**

**Review of Literature:** The researchers conducted a review of relevant literature, theories, and previous research to establish a research framework and develop appropriate interview and survey questions.

**Questionnaire Validation:** The initial interview questions were validated by qualified individuals to ensure their appropriateness and alignment with the research objectives.

**Development of Comprehensive Interviews:** Based on the feedback and validation, the researchers created comprehensive interview questionnaires for data collection.

**Data Analysis:** The data collected through interviews was analyzed to identify best practices in the process of score level submission within faculty-level organizations.

**Process Mapping:** The researchers created process maps to illustrate the best practices in the score level submission process within the Faculty of Fine and Applied Arts at Rajabhat Suan Sunandha University.

**Expert Evaluation:** The process maps were presented to experts for evaluation to assess their suitability and feasibility for implementation.

The structured interviews and surveys allowed the researchers to collect data, analyze it, and develop recommendations for improving the score level submission process within the Faculty of Fine and Applied Arts. These recommendations were aimed at enhancing the efficiency and effectiveness of operations within the faculty.

## **Data Analysis**

The data analysis process involves the verification of the accuracy of the data collected from interviews and inquiries. Subsequently, the data is subjected to content analysis using a content analysis table. This content analysis aims to summarize the information obtained from the interviews and present it in a structured manner. The outcome of this analysis is then transformed into a set of procedural steps for operational tasks. Following this, experts in the field evaluate the suitability of implementing these procedures, and a practical guide for future operations is developed.

## **RESULT**

The process of controlling, managing, and maintaining materials within the faculties of Rajabhat Suan Sunandha University complies with the regulations of the Ministry of Finance regarding procurement and state material management, B.E. 2560.

Guidelines for the development of the material control system within the Faculty of Fine Arts at Rajabhat Suan Sunandha University reveal several areas for improvement. These include:

Utilizing various technological channels such as email, Facebook, and Line for document requests and material requisitions. Streamlining the process by allowing personnel to list materials for requisition, prepare materials for distribution based on the material control registry, and have staff sign the material requisition form, facilitating faster documentation.

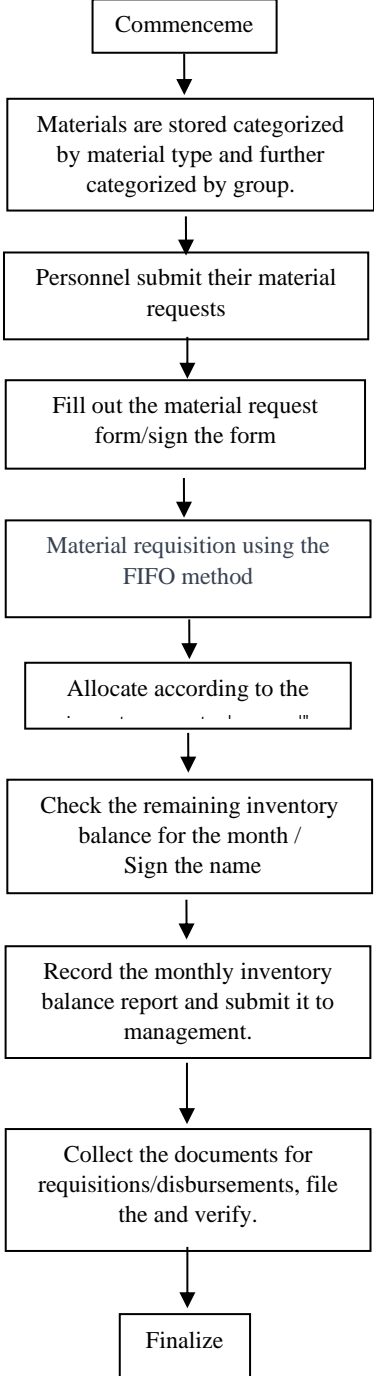
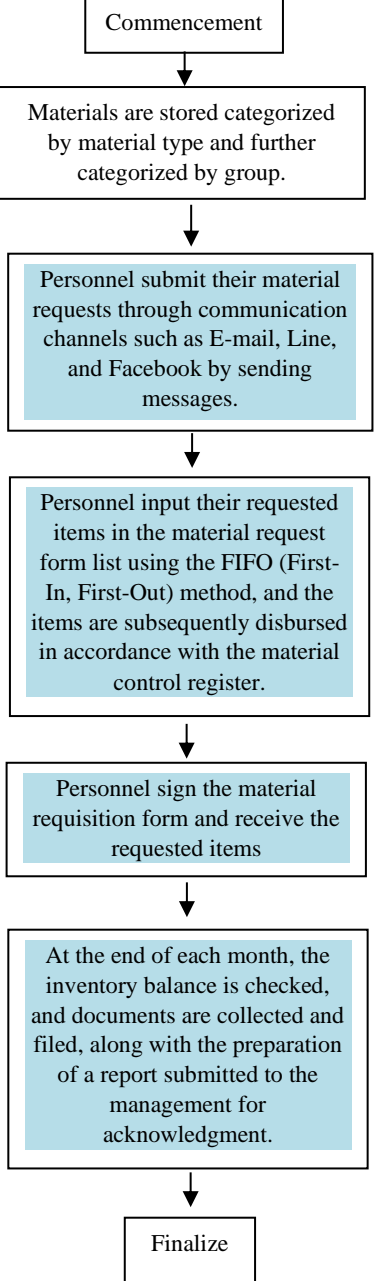
Conducting regular inventory checks and providing monthly reports on remaining materials to ensure efficient resource management.

Implementing efficient technology to reduce process steps and time in task execution, resulting in reduced errors and increased communication channels.

These improvements align with the university's policies on resource conservation and the utilization of technology for a digital university, in line with the principles of Thanakorn

Uiphanit and Kobkaew Meepian (2012: Abstract), which studied the development of chatbots for student loan fund services in the field of digital content management and digital innovation within the Faculty of Science and Technology at Rajabhat Suan Sunandha University. The use of chatbots simplified processes and improved information service delivery.

Therefore, it is evident that the application of technology in the workplace can address operational challenges, as demonstrated through a comparison of the old and new processes.

Old method	New method	The improvements made include the following:
 <pre> graph TD     A[Commenceme] --&gt; B[Materials are stored categorized by material type and further categorized by group.]     B --&gt; C[Personnel submit their material requests]     C --&gt; D[Fill out the material request form/sign the form]     D --&gt; E[Material requisition using the FIFO method]     E --&gt; F[Allocate according to the]     F --&gt; G[Check the remaining inventory balance for the month / Sign the name]     G --&gt; H[Record the monthly inventory balance report and submit it to management.]     H --&gt; I[Collect the documents for requisitions/disbursements, file the and verify.]     I --&gt; J[Finalize]         </pre>	 <pre> graph TD     A[Commencement] --&gt; B[Materials are stored categorized by material type and further categorized by group.]     B --&gt; C[Personnel submit their material requests through communication channels such as E-mail, Line, and Facebook by sending messages.]     C --&gt; D[Personnel input their requested items in the material request form list using the FIFO (First-In, First-Out) method, and the items are subsequently disbursed in accordance with the material control register.]     D --&gt; E[Personnel sign the material requisition form and receive the requested items]     E --&gt; F[At the end of each month, the inventory balance is checked, and documents are collected and filed, along with the preparation of a report submitted to the management for acknowledgment.]     F --&gt; G[Finalize]         </pre>	<p>The improvements made include the following:</p> <ol style="list-style-type: none"> <li>1. Use of various channels to request and send material procurement documents, such as Email, Facebook, and Line.</li> <li>2. When a material request is received, it can be entered into the material requisition form along with the preparation of materials for distribution according to the material control registry. Personnel can then sign the material requisition form and receive the materials, making the document process more efficient.</li> <li>3. Regular checks of material balances are performed, and monthly reports on remaining materials are generated and reported to management.</li> <li>4. Efficient use of technology systems is implemented to reduce process steps and time in operations.</li> </ol>

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