# PROCESS FOR EFFECTIVE MATERIAL MAINTENANCE, FACULTY OF HUMANITIES AND SOCIAL SCIENCES, SUAN SUNANDHA RAJABHAT UNIVERSITY

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**Abstract -** This research of Process for effective material maintenance, Faculty of Humanities and Social Sciences Suan Sunandha Rajabhat University study knowledge study problems and obstacles About the process of controlling and maintaining effective materials in accordance with the regulations. Practical Techniques of the Faculty of Humanities and Social Sciences at Suan Sunandha Rajabhat University. The population in this study was 30 parcel workers of the Faculty of Humanities and Social Sciences. Data were collected from questionnaires in Google Forms, sent via email and tracked back. Data were analyzed using frequency, percentage, mean, and standard deviation statistics to describe the data. The results showed that Opinions on the process of material care control in parcel operations Overall, it is at the highest level. Considering each aspect, it was found that the procurement of supplies was at the highest level. In the procurement part, the procurement is in accordance with the specified plan and the procurement of supplies has been completed within the specified period. Followed by the distribution of supplies. In the part of reconditioning damaged parcels for reuse Pricing in the middle of the parcel sold Implementation of the annual action plan and lastly, the aspect of parcel control is at a high level. In the part of organizing training for knowledge in basic maintenance with procurement officers Making a history of maintenance of equipment and the disbursement of parcels with complete evidence.

**Keywords** - Control, Material, Performance

## I. INTRODUCTION

The proclamation of the Government Procurement and Supplies Administration Act 2017 for standardizes the timeframe of the procurement and supplies managementby setting a central standard for all government agencies to use as a practice. Focus on disclosing information to the public as much as possible. Be transparent and allow fair competition. Take into account the purpose of use as important. Operations are planned and the performance is evaluated after the purchase. In order to adhere to the principles of good governance, the public sector is encouraged to have Participate in government procurement audits. It is one measure to prevent corruption and misconduct in government procurement. And other measures such as; Electronic procurement. This creates transparency in government procurement operations. This is to build public confidence and benefit from government procurement to be accepted by the general public. Including fast and accurate work, supervising accounting, or registering to control parcels that are under the responsibility of the agency. In that case, it shall be in accordance with the regulations and control over the maintenance of the said parcel in order. Safe and complete, correct according to the account or registration Supervise and supervise the disbursement of parcels of the department. Appoint the agency's annual parcel inspection committee and conduct annual parcel inspections. Upon completion of the inspection of the parcel in the responsibility, the report must be submitted to the Rector for approval. Approve the distribution of parcels by means of selling, exchanging, transferring, or transforming. And when the record of the disbursement of the parcel from the account or register of the agency, report to the university asap for further regulation.

From the problems of the parcel management operations mentioned above. The material control process is so essential that managers and those involved in the procurement work must find a solution to all those problems. To increase operational efficiency, achieve objectives and create regulatory accuracy. The researcher is directly responsible for the parcel work of the agency. Therefore, it is interested to study 1) Correct and efficient material maintenance control process adjustment. 2) Problems and obstacles in the process of effective material control and maintenance to the level of parcel management operations of the executives and those involved in the parcel work. To develop the work in the responsibility to be in accordance with the rules and to be effective. and study the knowledge of the process of controlling and maintaining efficient materials in accordance with the regulations (Operational techniques). Monruedee R., Thanasuwit T., and Sukhon K. (2015 p. 251) said that the work of parcels to be effective must consist of planning, organization Staffing, administration, coordination, reporting and budgeting.To study the

problems and obstacles of the effective material control process the study was conducted in the departments of the Faculty of Humanities and Social Sciences. Suan Sunandha Rajabhat University.

## II. RESEARCH METHODOLOGY

The population in this research was 30 university employees working on supplies of the Faculty of Humanities and Social Sciences. Collected data using a Google Form questionnaire sent via email and tracked responses. The questionnaire was about effective material control processes, including procurement, parcel control, and distribution. The questionnaire is a Likert estimation scale type questionnaire with five levels: most, high, medium, low, and least. The statistics used in the research were descriptive statistics, which describe the personal factors of the respondents. Using the percentage frequency, the research factor analysis Use the statistical mean and standard deviation to describe the data.

## III. RESEARCH RESULTS

From the results of the analysis of the average parcel performance of the Faculty of Humanities and Social Sciences Suan Sunandha Rajabhat University in 3 aspects: procurement of supplies Inventory control and the distribution of parcels, as a whole, it was found that it was at the highest level. Considering each side, the averages can be sorted descending as follows: The first is the procurement of supplies. It was at the highest level, followed by the distribution of supplies. At the highest level and the last one is Inventory control at a high level, Data in Table 1, and can be separated into each side as follows;

| Parcel Operations | Opinion Level | | | Order |
|---|---|---|---|---|
| | Mean | S.D. | meaning | |
| Procurement of Materials | 4.53 | 0.206 | the most | 1 |
| Inventory Control | 4.13 | 0.375 | A lot | 3 |
| Distribution of Supplies | 4.22 | 0.293 | the most | 2 |
| **Overall** | **4.29** | **0.206** | **the most** | |

**Table 1Average and Standard Deviation of Overall Parcel Operations**

In terms of procurement of supplies, it was found that overall; it was at the highest level. Considering each item, it was found that all items were at the highest level. The averages could be sorted from highest to lowest as follows: 1) Procurement according to plan. 2) Procurement of parcels in a timely manner. 3) The procurement is transparent, fast, and follows the rules at every step. 4) Procurement officers are knowledgeable in their responsibilities. 5) The assignment of duties to the parcel staff is clear. 6) Procurement of supplies according to project objectives 7) the budget is reasonable and sufficient. 8) The materials and equipment are of good quality and suitable for the price. 9) Procurement procedures are followed. Data in Table 2.

| Procurement of Materials | Opinion Level | | | Order |
|---|---|---|---|---|
| | Mean | S.D. | meaning | |
| 1. The assignment of duties to the parcel staff is clear. | 4.49 | 0.509 | the most | 5 |
| 2. Procurement officers are knowledgeable in their responsibilities. | 4.56 | 0.504 | the most | 4 |
| 3. Procurement of parcels in a timely manner. | 4.72 | 0.450 | the most | 2 |
| 4. Procurement according to plan. | 4.81 | 0.379 | the most | 1 |
| 5. Procurement procedures are followed. | 4.29 | 0.466 | the most | 9 |
| 6. The procurement is transparent, fast, and follows the rules at every step. | 4.67 | 0.479 | the most | 3 |
| 7. Procurement of supplies according to project objectives. | 4.47 | 0.507 | the most | 6 |
| 8. The materials and equipment are of good quality and suitable for the price. | 4.33 | 0.479 | the most | 8 |
| 9. The budget is reasonable and sufficient. | 4.39 | 0.490 | the most | 7 |
| **Overall** | **4.53** | **0.206** | **the most** | |

**Table 2 Mean and Standard Deviation of Procurement of Materials**

Inventory control, it was found that the overall level was at a high level. Considered individually, the averages can be sorted as follows: 1) Training on basic maintenance knowledge has been organized with procurement officers. 2) Training on basic maintenance knowledge has been organized with procurement officers. 3) There is a history of maintenance of the equipment. 4) There is evidence of disbursement of parcels. 5) Able to check the remaining parcels match the equipment account. 6) Have complete accounting and registration of equipment in accordance with the regulations. 7) Location and parcel storage are suitable and convenient for disbursement and payment. 8) There is an adequate budget for maintenance. 9) A user manual and maintenance method have been prepared. And 10) Accounts and records of equipment are always up to date. Data in Table 3.

| Inventory Control | Opinion Level | | | Order |
|---|---|---|---|---|
| | Mean | S.D. | meaning | |
| 1. Have complete accounting and registration of equipment in accordance with the regulations. | 4.19 | 0.610 | A lot | 6 |
| 2. Accounts and records of equipment are always up to date. | 3.30 | 0.837 | moderate | 10 |
| 3. There is evidence of disbursement of parcels. | 4.25 | 0.691 | the most | 4 |
| 4. Able to check the remaining parcels match the equipment account. | 4.25 | 0.980 | the most | 5 |
| 5. There is a history of maintenance of the equipment. | 4.35 | 0.750 | the most | 3 |
| 6. The repair of equipment is quick and easy. | 4.61 | 0.860 | the most | 1 |
| 7. A user manual and maintenance method have been prepared. | 4.00 | 0.615 | A lot | 9 |
| 8. Location and parcel storage are suitable and convenient for disbursement and payment. | 4.13 | 0.819 | A lot | 7 |
| 9. There is an adequate budget for maintenance. | 4.10 | 0.583 | A lot | 8 |
| 10. Training on basic maintenance knowledge has been organized with procurement officers. | 4.34 | 0.547 | the most | 2 |
| **Overall** | **4.15** | **0.375** | **A lot** | |

**Table 3Mean and Standard Deviation of Inventory Control**

The distribution of supplies, it was found that the overall level was at the highest level. Considering each item, it was found that the mean was at the highest level for almost all items in descending order as follows: 1) the damaged parcel has been replaced and reused. 2) The average price of parcels sold is determined. 3) Working according to the annual performance plan. 4) Disposing of damaged parcels in accordance with regulations. 5) Preparation of a manual about selling parcels. 6) Sending money from the sale of parcels to the agency. 7) Parcels are sold in accordance with reality. And 8) Distributing parcels from the account or register. Data in Table 4.

| Distribution of Supplies | Opinion Level | | | Order |
|---|---|---|---|---|
| | Mean | S.D. | meaning | |
| 1. Disposing of damaged parcels in accordance with regulations. | 4.35 | 0.479 | the most | 4 |
| 2. Preparation of a manual about selling parcels. | 4.31 | 0.466 | the most | 5 |
| 3. Working according to the annual performance plan. | 4.42 | 0.498 | the most | 3 |
| 4. The average price of parcels sold is determined. | 4.43 | 0.504 | the most | 2 |
| 5. The damaged parcel has been replaced and reused. | 4.56 | 0.730 | the most | 1 |
| 6. Parcels are sold in accordance with reality. | 4.24 | 0.568 | the most | 7 |
| 7. Sending money from the sale of parcels to the agency. | 4.30 | 0.651 | the most | 6 |
| 8. Distributing parcels from the account or register. | 3.32 | 0.774 | moderate | 8 |
| **Overall** | **4.24** | **0.293** | **the most** | |

**Table 4 Mean and Standard Deviation of Distribution of Supplies**

## IV. CONCLUSION

From the research results, it was found that the procurement standard of supplies received the highest opinion in terms of procurement as planned and procurement completed within the specified period. However, the aforementioned operation procedure is important for the Procurement Department to perform the duties of procurement according to the requirements of the agency. The Treasury and Supplies Department can be used as a guideline for determining the time period for various parcel orders for a clear period.

And found that the opinion of the material control process in the overall parcel operation was at the highest level. When considering each aspect, it can be found that the procurement aspect is at the highest level. As for the procurement, the procurement was in accordance with the planned plan and the supply of supplies was completed within the specified period of time at a high level. The Treasury and Procurement Department has placed great emphasis on the operational steps in this process with the least amount of time required to receive items as quickly as possible according to the schedule that the agency wants. As well as UraWongprasongchai, SuwareeWongwattana, and PonglakJitkarun(2013: 139-148) has studied the Problems and Development Guidelines on Material Administration for Material Officials in Naresuan University. Material administration consists of three aspects; material supply management: procurement, control and distribution.

It was found that 1) the overall problem of parcel management was at a moderate level. When considering each aspect, there were also moderate problems in all aspects: (1) procurement, i.e., there were too many procurement procedures and processes; and there is a computer program system that is used for procurement is too confusing and delayed. As Chalermchai Utakarn(2019 page 62) said: Procurement procurement management has a positive relationship and impact on overall parcel management efficiency. Because procurement of parcels is the process of procuring parcels for use in the agency. If the agency is procuring appropriate supplies according to the rules. Regulations and regulations will ensure efficient parcel operations, deliver parcels that meet the requirements of use and do not cause problems with parcel management.

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