

THE DEVELOPMENT OF THE ANNUAL INSPECTION PROCESS OF THE RESEARCH AND DEVELOPMENT INSTITUTE, SUAN SUNANDHA RAJABHAT UNIVERSITY, IN 2025

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Abstract

The development of the annual parcel inspection process of the Office of the Research and Development Institute for the fiscal year 2025 aims to develop the annual parcel inspection system. Suan Sunandha Rajabhat University The results of the study showed that: Parcel Pickup Management Operational Process consists of 6 steps: Step 1: The researcher conducts research on the parcel pickup management system. Step 2: Clarify the objectives of the Ministry of Finance. Public Procurement and Procurement Management B.E. 2560 (2017), Chapter 9, Step 3 Determine the needs of service recipients. Material Information Prepare a questionnaire for survey to find out the information and Information on the preparation of the material base of the service recipient. Step 4 Determine the objectives and objectives of the service recipient report format in order to meet the needs of the service recipients; the objectives of process improvement 3 B are defined as follows: 1) To enable the service recipient to receive the procurement service more quickly 2) To enable the service recipient to receive the service. Scratch 3) To ensure that the service recipient is aware of the correct performance data. Loop Step 5 Check Parcel Pickup Management System Process Archive be Gathering information and conducting performance audits. Control and monitor the process of the parcel picking management system and after improving the process according to the newly designed process. In the work of the service recipients, Parcel disbursement

Keywords: Annual parcel inspection Process, The Office of the Research and Development Institute, Development

Introduction

The Research and Development Institute has an operational unit responsible for procurement that recognizes the importance of Chapter 9 on asset management, which consists of the following sections:

Section 1: Storage, recording, and disbursement.

Section 2: Borrowing.

Section 3: Maintenance and inspection; and

Section 4: Disposal of assets.

In terms of storage and recording, emphasis is placed on maintaining accounts or registers to control assets, classified by type, and ensuring that all items are properly stored and accurately recorded in accordance with asset control registers. Material disbursement procedures require that materials be withdrawn by authorized users, while the responsible unit must verify the accuracy of requisition forms and supporting documents. All disbursements must be recorded in the asset control register, and requisition documents must be retained as supporting evidence. Annual asset inspections emphasize the reporting of asset receipt and disbursement, as well as physical inventory counts of remaining assets to ensure consistency with the assets or control registers.

Under the traditional procurement operation, requests for equipment or materials were submitted by manually completing requisition forms. The details of materials and equipment had to be written precisely as specified to avoid errors and delays in the disbursement process. Based on the issues described above, the researcher, who serves in the position of Procurement Officer, recognized the necessity of applying computer-based technology to support data storage and the management of documentation-related tasks.

Consequently, the researcher became interested in conducting a study entitled “The Development of the annual inspection process of the Research and Development Institute, Suan Sunandha Rajabhat University, In 2025.”

Research Objectives

1. To develop and improve the annual asset inspection process of the Research and Development Institute, Suan Sunandha Rajabhat University.

Scope of Research

Population and Sample

The population and sample consisted of users of procurement services at the Research and Development Institute.

Content Scope

The researcher collected data from secondary sources. The scope of data used in this study included material inventory records of the Research and Development Institute, Suan Sunandha Rajabhat University after the materials were received, as well as material disbursement records.

Location Scope

Research and Development Institute, Suan Sunandha Rajabhat University.

Research Methodology

The research instruments used in this study consisted of data collection tools, data analysis tools, and tools for designing a material disbursement database.

Data Collection Instruments

The data collection instruments included the following:

1. Meeting Record Forms used for documenting meetings related to the design of the material disbursement database and for developing high-quality operational forms.
2. Check Sheets, which are specially designed forms with designated fields to facilitate easy and convenient data recording.

Tools for Designing the Disbursement Database for Durable Goods

The tools used for designing the disbursement database for durable goods included the following:

1. Brainstorming, conducted through meetings to analyze operational steps and improve work processes by applying database design methods for material disbursement.
2. Quality Work Procedures (QWP), utilized by administrators, staff, and personnel in the Finance and Procurement Division for daily work planning. These procedures illustrate the sequence of operational activities and the methods applied in each activity to ensure that operational objectives are achieved effectively and efficiently.

Research Results

Results of the Improvement of the Material Disbursement Database through System Design.

The design of the material disbursement database for the Research and Development Institute, Suan Sunandha Rajabhat University, was carried out through a four-step research process. The results of the database improvement are described as follows:

Step 1: Development of the Material Disbursement Management System

The researcher developed a material disbursement management system and submitted the research proposal to the administrators of the Research Office to request approval for the appointment of members responsible for designing the database.

Step 2: Clarification of Objectives

The researcher explained the objectives of the study and provided an overview of the Ministry of Finance Regulation on Public Procurement and Public Asset Management B.E. 2560 (2017), Chapter 9: Asset Management, including Section 1: Storage, Recording, and Disbursement; Section 3: Maintenance and Inspection; and Section 4: Disposal. This information was used to compile data for designing forms for material data collection.

Step 3: Identification of Service Users' Needs and Problem Analysis

The researcher developed the material disbursement management system and designed forms for collecting material disbursement data. Questionnaires were prepared and distributed to survey problems and identify the information required for developing the material database based on service users' needs. The researcher synthesized the feedback obtained from service users into six key issues and subsequently ranked them according to their level of importance, as presented in the results.

Table 1: Summary of Service Users' Needs and Problem Analysis

Problem Issues and Needs	Significance of Problems and Needs
1. Lack of a systematic material storage system	4
2. Materials are not organized by category	5
3. Delayed report preparation and lack of information on material shortages	1
4. Delays in new procurement planning	2
5. Material inspection management is time-consuming	3

Based on Table 1, which summarizes service users' needs and problem analysis, the priorities of issues and needs can be explained as follows. The most critical issue (Priority 1) is delayed reporting and the lack of information regarding material availability. The second priority delays in new procurement planning. The least critical issue is materials not being arranged by category.

Step 4: Objectives of the Reporting Model

The researcher developed a material disbursement management system to improve orderliness and facilitate easier verification of remaining inventory. Accordingly, the researcher designed procurement operational procedures for the Research and Development Institute and, in collaboration with relevant stakeholders, defined the objectives for process improvement by incorporating feedback obtained from the service users' needs assessment survey. This approach is aimed at enhancing service delivery in response to service users' requirements.

The objectives of this step include the following:

1. To verify material requisition documents and examine the accuracy of material disbursement data.
2. To analyze documentation related to annual material inspection reports.
3. To develop standardized forms defining the scope of interviews with research-related stakeholders, summarize research findings, and prepare the research report.
4. To summarize the research results and compile the final research report.

Based on the review of material requisition records in the inventory control system of the Research and Development Institute, the results were summarized using the annual material report form.

Discussion

The researcher, in performing duties in the Procurement Division of the Research and Development Institute, Suan Sunandha Rajabhat University, designed standardized forms to support service delivery through a more systematic database. Brainstorming sessions were conducted to develop these forms, following a structured process consisting of six stages:

1. development of the material disbursement management system;
2. clarification of objectives;
3. identification of service users' needs and problem analysis;
4. determination of objectives and goals of the reporting model;
5. review and verification of the material disbursement management process; and
6. pilot testing of the system.

This approach is consistent with the concept proposed by Tiamjai Suksapha (1998), who suggested that improving financial and procurement management in university faculties, such as at Chiang Mai University, should involve enhancing personnel's knowledge and understanding of operational planning to support effective decision-making. Clear and appropriate planning in organizational management is essential, including the definition of roles and responsibilities, adequate allocation of personnel, and clear delegation of tasks at all levels. Furthermore, the development or provision of manuals, regulations, and operational guidelines related to finance and procurement functions enables personnel to access information conveniently. Effective communication, clear directives aligned with the chain of command, and continuous supervision, monitoring, and performance evaluation are also

critical components of effective management. technology and innovation, emphasizing their role in driving progress and adaptation. (Ninaroon, K., Noichan, W. 2025).

In addition, the findings are consistent with Nattapong Phanmanee (1999), who emphasized that system design based on an analysis of existing processes can facilitate the development of new systems that enhance convenience for staff and general users. The key principles include reducing redundancy, increasing operational efficiency, and ensuring accuracy and timeliness. Such systems should support core functions such as data entry, data modification, data deletion, and reporting, thereby effectively facilitating the management of materials and durable goods for system users. Rodjam, C. (2019).

Recommendations

To develop an annual material reporting model for the Research and Development Institute that is more user-friendly, including pilot testing of alternative programs for data recording, such as Google Sheets, to enable real-time data updates, retrospective verification, and systematic storage of related files in a shared drive.

To provide information to support decision-making for future material procurement of the Research and Development Institute.

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