

Thanita Molkum. (2016). The Development of the General Affairs Administration and Documentations at Academic Resource and Information Technology Center in Nakhon Pathom Rajabhat University

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ABSTRACT

The purposes of this research were 1) to study the service of general affairs administration and documentations at Academic Resource and Information Technology Center, Nakhon Pathom Rajabhat University and 2) to study and develop the system of development of general affairs administration and documentations at Academic Resource and Information Technology Center, Nakhon Pathom Rajabhat University. The population in this study was 33 personnel. The instruments were used for collecting data was a set of questionnaire and interview. Statistics used in data analysis were percentage, mean and standard deviation. The results of the research were as follow:

1. Most of executives, instructors and staffs contacted to the General Affairs Administration and Documentations division during 08:30 to 11:00. They contacted by themselves to receive and send the document. They spent 1 to 10 minutes per each and contacted to the General Affairs Administration and Documentations division around 1-2 times per week.

2. The satisfaction of the General Affairs Administration and Documentations' service was high level, for instance, the services, the service's quality, the facilities, and the procession. they satisfied with the staff's honesty, the good and convenient service, and also equally services.

3. The executives, instructors and staffs suggested that the General Affairs Administration and Documentations should develop the system of the retrieval and the storing aspect.