

**GUIDELINES FOR EFFICIENT SUPPLIES MANAGEMENT OF
COLLEGE OF INNOVATION AND MANAGEMENT, SUAN SUNANDHA RAJABHAT
UNIVERSITY**

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ABSTRACT

This research aims to study Guidelines for Efficient Supplies Management of College of Innovation and Management, Suan Sunandha Rajabhat University. The sample group used in this research consists of academic personnel and academic support staff of College of Innovation and Management, Suan Sunandha Rajabhat University in total 113. The research instrument used in this study is a questionnaire. The statistical methods employed for data analysis include percentage, mean, and standard deviation.

The research findings revealed that the guidelines for efficient inventory management at the College of Innovation and Management, Suan Sunandha Rajabhat University, when considered by specific aspects, showed that transparency, overall, was rated at the highest level. ($\bar{x}$ = 4.51, S.D. = 0.70). The next aspect, cost-effectiveness, was rated at a high level overall ($\bar{x}$ = 3.34, S.D. = 0.69), followed by accuracy, which was also rated at a high level overall ($\bar{x}$ = 3.31, S.D. = 0.50). Lastly, the speed of service delivery was rated at a high level overall ($\bar{x}$ = 4.28, S.D. = 0.69), respectively.

Keyword: Guidelines of Supplies Management, Efficient

INTRODUCTION

The management of procurement activities is considered a fundamental and crucial aspect for businesses of all types, including marketing, finance, production, sales, and educational institutions, both public and private. Each year, substantial budgets are allocated for various equipment and consumables, and proper procurement and storage practices are essential to meet the needs of different departments. This support and service provision are particularly vital for academic institutions like the College of Innovation and Management at Suan Sunandha Rajabhat University, which has a proactive role in advancing its organization to keep pace with technological advancements and global educational standards. Consistent with the research of Chumpon Rodjam (2019) The Knowledge and Competence of Professional Accountants Based on International Standards for Practitioners in Enterprises, Bang Kruai District, Nonthaburi Province, it discusses providing various financial and procurement information to benefit economic decision-making for organizations or companies. This is achieved by having accurate and standardized information systems that are reliable and quickly disseminated. The information can be used for analysis to facilitate decision-making or for business management planning. And Bringing the hidden abilities within the body to beneficial use in a systematic way. It is a process of learning. To increase the knowledge, skills, abilities, and attitudes of personnel to have work behaviors that bring the greatest benefit. (Norasedsophon, S. 2022)

Efficient procurement operations contribute to the achievement of educational objectives, while inefficiencies can lead to budget overruns, delays, and reduced effectiveness, adversely affecting teaching and learning activities. Procurement involves acquiring and maintaining resources, and if not

conducted efficiently, it can result in inadequate quality and inappropriate pricing of goods. Poor maintenance of equipment, insufficient quantities, and failure to align with preferences and trends are common issues that can hinder the overall efficiency of educational institutions.

As Niyom Suwandej. (2010) Mentioned, effective procurement control involves activities such as accounting, storage, registry control, disbursement, lending, and inspection of goods. A systematic approach to reviewing and redesigning each step in the procurement process, using creative thinking and quality process design tools, can reduce labor, repetition, errors, and material waste. Niyom Suwandej. (2010)

In addressing these challenges, the researcher aims to study the problems and development strategies in procurement management at the College of Innovation and Management, Suan Sunandha Rajabhat University by examining the current processes and considering innovative approaches, the goal is to enhance the efficiency of procurement operations, ensuring that the acquired resources are of high quality, reasonably priced, and aligned with the institution's needs. This research aims to bring about improvements in procurement practices, ultimately contributing to a more effective and streamlined management of resources at the College of Innovation and Management, Suan Sunandha Rajabhat University. All of the guideline is focused on creating value in every step of the work and how to make it an important factor in achieving success. (Chirapruk, A. 2020).

OBJECTIVE

To study Guidelines for Efficient Supplies Management of College of Innovation and Management, Suan Sunandha Rajabhat University

METHODOLOGY

This study is a quantitative research. This research aims to study Guidelines for Efficient Supplies Management of College of Innovation and Management, Suan Sunandha Rajabhat University. There are The research procedures consist of population and sample groups, research instruments, data collection, data analysis, and statistics used in the research.

Research Methodology (Sample Group, Study Method, Place, Time Period, Data Analysis)

Population and Sample:

The population used in this study was 113 academic and academic support personnel of the College of Innovation and Management, Suan Sunandha Rajabhat University.

The sample group was 113 academic and academic support personnel, collected in total.

Content Scope

Effective material management guidelines, including accuracy, speed of service, value for money, and transparency

Area Scope

College of Innovation and Management, Suan Sunandha Rajabhat University

Research instruments and quality determination

Questionnaire Finding the quality of the questionnaire by calculating the IOC value

Data collection

In this research, the researcher collected data in the following steps:

1. Coordinated with lecturers and relevant personnel to request research data collection
2. The researcher collected a total of 113 questionnaires

Study period

October 1, 2024 to July 31, 2025

Data Analysis

Data Analysis and Results

Data Analysis Procedures, the researcher conducted data analysis following these steps:

1. Verification of Questionnaire Completeness

2. All completed questionnaires were checked to ensure accuracy and completeness of responses.

Data Analysis Using Statistical Software.

1. Respondent Demographics, analyzed using percentage to describe the status and demographic characteristics of the respondents.
2. Guidelines for Efficient Supplies Management, Suan Sunandha Rajabhat University.

Data collected through the rating scale questionnaires were analyzed by calculating the mean and standard deviation for each item. The results were interpreted using a scoring scale divided into five levels:

- 4.51-5.00: Very high level of appropriateness
- 3.51-4.50: High level of appropriateness
- 2.51-3.50: Moderate level of appropriateness
- 1.51-2.50: Low level of appropriateness
- 1.00-1.50: Very low level of appropriateness

Results were presented in tables accompanied by descriptive interpretations.

2.3 Analysis of Open-Ended Questions. Responses to open-ended questions were analyzed by calculating frequencies to identify recurring themes or suggestions regarding efficient inventory management at the College of Innovation and Management, Suan Sunandha Rajabhat University.

RESULTS

The research which data analyzed about Guidelines for Efficient Supplies Management of College of Innovation and Management, Suan Sunandha Rajabhat University as follow.

1. The analysis of data accuracy

Topic	$\bar{x}$	S.D	Research result
1. Do you think the college places importance on organizing training to provide knowledge about supplies management for both staff and users of procurement services?	4.31	0.60	High
2. Do you think the college's supplies process has delivered the goods correctly according to the requirements, and to what extent?	4.32	0.57	High
3. Do you think the supplies officers have the ability to carry out supplies activities correctly according to the regulations, and to what extent?	4.51	0.70	Very high
4. Do you think the procurement officers have the ability to manage and dispose of supplies goods correctly according to the regulations, and to what extent?	4.19	0.53	high
5. Regulations/laws, criteria, and procedures related to supplies constantly being changed or amended, which affects the efficiency of operations	4.01	0.42	high
Total	4.31	0.50	high

Regarding accuracy, it was found that overall, the level is high ($\bar{x} = 4.31$, S.D. = 0.50). When considering each item, it was found that the procurement officers have the greatest ability to carry out procurement activities in accordance with regulations, with the highest average score ($\bar{x} = 4.51$, S.D. = 0.70). The next highest is the procurement process at the college, where the goods were received correctly according to the requirements, with a high average score ($\bar{x} = 4.32$, S.D. = 0.57). The department places importance on organizing training to provide knowledge about procurement for both staff and

users of procurement services, with a high average score ($\bar{x} = 4.31$, S.D. = 0.60). Procurement officers also have the ability to manage and dispose of goods correctly according to regulations, with a high average score ($\bar{x} = 4.19$, S.D. = 0.79). Finally, regulations, laws, criteria, and procedures related to procurement are constantly being amended, which impacts work efficiency, with a high average score ($\bar{x} = 4.01$, S.D. = 0.42), in that order.

2. Results of the analysis of service delivery speed

Topic	$\bar{x}$	S.D	Result
1. Do you think the procedures and timeframes for providing supplies services are appropriate?	4.51	0.62	Very high
2. To what extent do you think the repair of equipment and buildings is done promptly?	4.39	0.80	High
3. To what extent do you think the supplies officers can carry out procurement activities quickly and timely for use?	4.22	0.74	High
4. Continuous improvements in updating technology to be modern and appropriate will impact work efficiency.	4.31	0.69	High
Total	4.28	0.69	High

Regarding the speed of service delivery, it was found that overall, the level is high ($\bar{x} = 4.28$, S.D. = 0.70). When considering each item, it was found that the establishment of procedures and timelines for procurement services is the most appropriate, with the highest average score ($\bar{x} = 4.51$, S.D. = 0.62). The next highest is the speed of repairing equipment and buildings, with a high average score ($\bar{x} = 4.39$, S.D. = 0.80). Continuous improvements in updating technology to be modern and appropriate will impact work efficiency, with an average score ($\bar{x} = 4.31$, S.D. = 0.69). Finally, procurement officers can carry out procurement activities quickly and in a timely manner for use, with a high average score ($\bar{x} = 4.22$, S.D. = 0.74), in that order.

3. Results of the analysis of transparency

Topic	$\bar{x}$	S.D	Result
1. Do you think that the procurement process is transparent, with information disclosed and accessible for verification?	4.68	0.62	Very high
2. To what extent do you think that procurement through the e-GP system has impacted transparency in operations?	4.25	0.78	High
3. To what extent do you think the supplies audit system is transparent?	4.29	0.79	High
4. Do you think that publishing the annual supplies or procurement which purchasing plan is a means of disclosing information for transparency?	4.27	0.68	High
5. To what extent do you think supplies officers perform their duties with transparency?	4.52	0.68	Very high
Total	4.51	0.70	Very high

Regarding cost-effectiveness, it was found that overall, the level is high ($\bar{x} = 4.34$, S.D. = 0.62). When considering each item, it was found that the college makes effective use of its budget for procurement with the highest average score ($\bar{x} = 4.53$, S.D. = 0.68). The next highest is the annual inventory audit, which ensures the effective use of materials and equipment, with a high average score

($\bar{x}$ = 4.41, S.D. = 0.62). The college also spends money on procurement in a cost-effective manner, with a high average score ($\bar{x}$ = 4.32, S.D. = 0.54). The maintenance and repair of materials and equipment is done in a cost-effective manner, with a high average score ($\bar{x}$ = 4.16, S.D. = 0.69). Finally, the disposal of damaged or deteriorated goods is done in a cost-effective manner, with a high average score ($\bar{x}$ = 4.02, S.D. = 0.61), in that order.

4. Results of the analysis of cost-effectiveness

Topic	$\bar{x}$	S.D	Result
1. Do you think the annual inventory audit ensures the effective use of materials and equipment to achieve cost-effectiveness?	4.41	0.62	High
2. To what extent do you think the college spends money on procurement in a cost-effective manner?	4.32	0.54	High
3. To what extent do you think the maintenance and repair of materials and equipment is done in a cost-effective manner?	4.16	0.69	High
4. Do you think the college uses its current budget for procurement in a cost-effective manner?	4.53	0.68	Very high
5. To what extent do you think the disposal of damaged or deteriorated goods is done in a cost-effective manner?	4.02	0.61	High
Total	4.34	0.69	High

Regarding transparency, it was found that overall, the level is very high ($\bar{x}$ = 4.51, S.D. = 0.70). When considering each item, it was found that the procurement process is transparent, with information disclosed and accessible for verification, with the highest average score ($\bar{x}$ = 4.68, S.D. = 0.62). The next highest is the procurement officers performing their duties with transparency, with a very high average score ($\bar{x}$ = 4.52, S.D. = 0.68). The procurement audit system is transparent, with a high average score ($\bar{x}$ = 4.29, S.D. = 0.79). The publication of the annual procurement or purchasing plan ensures the disclosure of information for transparency, with a high average score ($\bar{x}$ = 4.27, S.D. = 0.68). Finally, the use of the e-GP system for procurement enhances transparency in operations, with a high average score ($\bar{x}$ = 4.25, S.D. = 0.78), in that order.

CONCLUSION AND FUTURE WORK

General information of academic and support staff at the College of Innovation and Management, Suan Sunandha Rajabhat University. According to the analysis of the general information of academic and support staff at the College of Innovation and Management, Suan Sunandha Rajabhat University, the majority are female, accounting for 53.98%. Most staff are between the ages of 30 and 40, comprising 33.63%. The majority have completed a doctoral degree, representing 59.29%. Academic staff make up 75.22%, and 38.05% of staff have been employed for 6-10 years.

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Guidelines for Efficient Supplies Management at the College of Innovation and Management, Suan Sunandha Rajabhat University

The analysis of the overall guidelines for efficient procurement management at the College of Innovation and Management, Suan Sunandha Rajabhat University, shows that when considering each area, the transparency aspect is at the highest level ($\bar{x} = 4.51$, S.D. = 0.70). The next highest is cost-effectiveness, which is at a high level ($\bar{x} = 3.34$, S.D. = 0.69). Accuracy is at a high level ($\bar{x} = 3.31$, S.D. = 0.50), and the speed of service delivery is also at a high level ($\bar{x} = 4.28$, S.D. = 0.69), in that order.

The study of efficient procurement management guidelines at the College of Innovation and Management, Suan Sunandha Rajabhat University, in terms of transparency, cost-effectiveness, accuracy, and service speed, found that procurement management is highly efficient. This may be due to the fact that the College of Innovation and Management, Suan Sunandha Rajabhat University, is the main unit and the central hub for service provision, operations, and management. The college is required to engage in procurement, purchasing, contracting, as well as budget management in a cost-effective manner, while adhering to strict regulations and laws. Failure to comply with these standards could negatively impact the university. Therefore, the College of Innovation and Management, Suan Sunandha Rajabhat University, has planned its procurement and purchasing activities to meet its needs from the beginning of the fiscal year. Additionally, the management of the procured goods is done in a cost-effective manner, which aligns with the research of Thiamjai Suksapha (2000). The research focused on the development of the procurement management system at the Faculty of Education, Chiang Mai University, with the objective of examining the procurement management conditions. The findings of the study showed that the development of the procurement management system at the Faculty of Education, Chiang Mai University, in terms of planning, departments, and units should plan the use of materials. There should also be a plan for procurement and contracting at the beginning of the fiscal year. In terms of defining requirements, departments and units should specify the characteristics of the materials and clearly define the timeline for material usage.

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